

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	iLeap Teacher	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Range:	820/830
Dept./School:	Secondary Campus	Date Revised:	03/25/2021

Primary Purpose:

Provide support at the secondary level to students who need credit recovery or initial credit in order to meet the expectation of completing required coursework for graduation. Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's Degree

Valid Texas teaching certification with required endorsements for training for subject and level assigned

Special Knowledge/Skills:

Demonstrate a working knowledge of curriculum, instruction, best teaching practices, and technology, particularly, the iLeap program.

Ability to analyze, interpret, and use data to guide instruction in all content areas

Ability to facilitate differentiation of the instructional program

Demonstrate strong organizational, communication, public relations, and interpersonal skills

Ability to work as part of a team

Experience:

Three years of teaching experience (preferred)

Campus leadership (preferred)

Major Responsibilities and Duties:

Collaborate with counselors and assistant principals to identify students in need of credit recovery or an initial credit (IC) version of the course through the iLeap Program

Enroll students in appropriate course(s) and maintain accurate records on all students served in an iLeap Learning Lab section

Monitor the students' progress in the iLeap program and communicate regularly with students and parents regarding course progress

Provide weekly progress information to campus administration and counselors

Job Title: Learning Lab Teacher

Communicate with registrar to ensure transcription of courses completed through the iLeap Program

Provide student support in areas of organization, study skills and test-taking strategies

Establish and maintain open lines of communication with students and their parents, principals and other colleagues

Use acceptable communication skills to present information accurately and clearly

Assist in clarifying and pursuing a common vision for district and campus improvement

Actively support the efforts to achieve district goals and objectives and the campus academic performance objectives

Support implementation of district and campus assessment strategies

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 03-25-2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____