

# Carroll Independent School District

## Job Description

JOB TITLE: **Teacher, Classroom**

Pay Grade: 000

Supervisor: Principal

Employment Days: 187

Department: Campus-Based Instructor

Wage/Hour Status: Exempt

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### MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

### JOB SUMMARY:

This position will provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them 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 from accredited university
- Valid Texas teaching certificate including any additional certifications needed to serve the student population
- Valid Texas ESL certification for EC-6, EC-12 Special Education, and 7-12 ELA
- Valid Texas ESL certification preferred for 7-12 Math, Science, and Social Studies
  - Those who do not have an ESL certificate will be required to obtain it within their first year of employment at their own expense.
- Demonstrated competency in the core academic subject area assigned

#### **Special Knowledge/Skills:**

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instructional best practices for online learning
- Strong knowledge of Internet and web-related technology
- Ability to instruct students using a variety of technology applications and platforms
- Strong organizational, communication, and interpersonal skills
- Ability to develop relationships and maintain consistent contact with student, parents, and colleagues
- Ability to support students with computer set-up, navigation, and technology issues

#### **Experience:**

Student teaching, approved internship, or related work experience

### MAJOR RESPONSIBILITIES:

#### **Instructional Strategies**

- Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.

- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

### **Student Growth and Development**

- Provide timely feedback to students and track progress through a variety of methods.
- Conduct ongoing assessment and feedback related to student achievement through formal and informal methods.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Be a positive role model for students and support the goals of the campus and school district.

### **Classroom Management and Organization**

- Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

### **Communication**

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

### **Professional Growth and Development**

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.

### **Other**

- Follow district safety protocols and emergency procedures.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy.
- Establishes and maintains cooperative relations with others.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.

- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer, phone systems, video/instructional equipment, and peripherals [*P.E. teachers: automated external defibrillator (AED)*]

**Posture:** Prolonged sitting and standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking; repetitive computer work with frequent use of hands and wrists

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Executive Director of Human Resources)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Deputy Superintendent)

Date Created: 7/2003	Date(s) Revised: 9/2022
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