

United Independent School District

Department of Human Resources

LEAD ENGLISH LANGUAGE ARTS TEACHER

High School Campus Assignment

Primary Purpose:

Provide leadership to accelerate academic achievement in the assigned content area. To assist teachers in selected core areas of concentration to prepare, collaborate, train, assist, in the implementation of district, campus, and developmental goals and objectives.

Educational Qualifications:

- Eight (8) years of successful teaching experience within UISD preferred
- Masters Degree preferred
- Valid Teaching Certificate in appropriate area of concentration
- Secondary certification in English Language Arts
- Exceptional interpersonal skills
- Selected by campus principal and/or SBDM campus staffing committee

Major Responsibilities and Duties:

1. Oversees the implementation of district, campus and department goals and objectives within content area.
2. Collaborates in the identification of department goals and objectives.
3. Deals consistently, collaboratively, equitably, and objectively with all personnel.
4. Implements a communications process that includes listening to all persons seeking assistance.
5. Adheres to State/Local/Federal standards and policies and devices ways and means of interpreting and implementing these standards and policies.
6. Focuses, guides, reviews, and offers feedback on each teacher's curricular area of responsibility towards accomplishing the school's mission, goals, and objectives.
7. Provides input in constructing a master schedule for department (i.e. the teaching load and class schedule for teachers in the content area).
8. Coordinates the grading practices of teachers in the content area assigned.
9. Assists and helps substitute teachers.
10. Holds individual teacher conference to assure continuous instructional improvement for student success.
11. Collaborates with campus administration regarding after school and Saturday tutorials.
12. Ensures that all teachers have a copy of the TEKS and that they are written into lesson plans and effectively implemented.
13. Collaborates with campus administration on the administration of all state mandated tests.
14. Serves as a model mentor for all new staff within the department throughout the year.
15. Prioritizes department needs and assist in the preparation and expenditure of the department budget.
16. Develops a systematic accountability system for distribution of instructional supplies and materials as per requisitions.
17. Determines the needs within the assigned content area and ensures that all needs are met.
18. Any other duty as assigned by the campus administration.

Working Conditions:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours. Some bending, lifting and stooping while performing job related functions.

Terms of Employment:

Wage / Hour Status:	Exempt	Minimum Work Days:	187 + 6 Additional Days
Minimum Salary:	Teacher Pay Schedule	Months:	10
Stipend:	\$3,500		

Date Last Revised: 02/13

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.