

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: CTE Teacher—Distance and In-person Learning **Exemption Status/Test:** Exempt/Professional
Reports to: Principal **Date Revised:** 5/5/2022
Dept./School: Assigned Campus

Primary Purpose:

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; preferred
Valid Texas teaching certificate with required endorsements or related training and work experience for certification waivers under the District of Innovation Plan (DOI)
Demonstrated competency in the core academic subject area assigned
Appropriate work approval, if required

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:

At least one year student teaching or approved internship or approval under DOI
Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Major Responsibilities and Duties:

1. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
2. Conduct assessment of student learning styles and use results to plan instructional activities.
3. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
4. Plan and supervise assignments of teacher aide(s) and volunteer(s).
5. Use technology to strengthen the teaching/learning process.
6. Help students analyze and improve study methods and habits.
7. Conduct ongoing assessment of student achievement through formal and informal testing.

8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
9. Prepare lessons that reflect accommodation for individual student differences.
10. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
11. Employ a variety of instructional techniques and media technology, consistent with the needs and capabilities of the student groups involved.
12. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods in accordance with district requirements.
13. Ensure students demonstrate an acceptable level of academic progress. Assist students in analyzing and improving methods and habits of study.
14. Assess the accomplishments of students on a regular basis and provide progress reports as required.
15. Present a positive role model for students that supports the mission of the school district.
16. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
17. Develop and implement plan for the curriculum program assigned, and show written evidence of preparation as required.

Classroom Management and Organization

18. Be a positive role model for students, support mission of school district.
19. Manage student behavior in accordance with Student Code of Conduct and student handbook.
20. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
21. Assist in selection of books, equipment, and other instructional materials.
22. Interview and recruit prospective new students to the designated field.
23. Help the student to have pride in his/her work and a desire for advancement by gaining knowledge and job skills.
24. Maintain all pertinent training plans, competency profiles, or other TEA required materials that are subject to monitor and compliance guidelines.
25. Establish control in the classroom and administer discipline in accordance with board policies and administrative regulations.
26. Be prompt in attendance to class periods and other assigned duties.
27. Maintain good attendance, and when absent comply with notification procedures and provide adequate preparation for substitute.

Communication

28. Provide complete and accurate information and facts to supervisors in conducting district business.
29. Maintain a professional relationship with colleagues, students, parents, and community members.
30. Use acceptable communication skills to present information accurately and clearly.
31. Compile, maintain, and file all physical and computerized reports, records, and other documents required

Professional Growth and Development

32. Participate in the staff development program.
33. Attend and participate in faculty meetings and serve on staff committees as required.
34. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
35. Assume responsibility for compiling, maintaining, and filing all reports, records and other documents required.
36. Demonstrate interest and initiative in professional improvement.
37. Demonstrate behavior that is professional, ethical, and responsible.
38. Attend and participate in faculty meetings and serve on staff committees as required.

Other

39. Follow district safety protocols and emergency procedures.
40. Has regular in person attendance and complies with notification procedures for absences.
41. Performs other duties as assigned by supervisors.

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

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 from school, home, or location other than school building, may work outside; regular exposure to noise and computer monitors

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by

Date

Received by

Date
