Cedar Hill Independent School District
Job Description

Job Title:	Teacher	**Wage/Hour Status:**	Exempt
Reports to:	Principal	**Pay Grade:**	Teacher Pay Scale
Dept./School:	Assigned Campus	**Number of Days:**	187
Funding Source:	Local		

Primary Purpose:

Provide students with appropriate learning activities and experiences designed 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 with required endorsements for subject and level assigned

Special Knowledge/Skills

Knowledge of subjects assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:

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

Major Responsibilities and Duties:

Instructional Strategies:

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- 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.
- 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 supervise assignments of teacher aide(s) and volunteer(s).
- Use technology to strengthen the teaching/learning process.

Student Growth and Development:

- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Be a positive role model for students, support the mission of the school district.

Classroom Management and Organization:

- Create 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 selection of books, equipment, and other instructional materials.

Communication:

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

Professional Growth and Development:

- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Comply with state, district and school regulations and policies for classroom teachers.

Supervisory Responsibilities:

Direct the work of assigned teacher/instructional aide(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district-wide and statewide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

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 skills that may be required.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

*Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.