



**Job Title:** Teacher

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Principal

**Date Revised:** September 1, 2015

**Dept. /School:** Assigned Campus

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**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 from accredited university  
Valid Texas teaching certificate with required endorsements or training for subject and level assigned  
Demonstrated competency in the core academic subject area assigned  
[Physical Education Teachers: Current automated external defibrillator (AED) certificate]

**Special Knowledge/Skills:**

Knowledge of core academic subject assigned  
Knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

**Experience:**

One year student teaching or approved internship

**Major Responsibilities and Duties:**

**Instructional Strategies**

1. 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.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of student's assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Conduct assessment of student learning styles and use results to plan instructional activities.
4. Work cooperatively with special education teachers to modify curricula as needed for special education student s according to guidelines established in Individual Education Plans (IEP).
5. Work with other members to staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aides(s) and volunteer(s) and oversee completion.

### **Student Growth and Development**

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. Be a positive role model for students; support mission of the school district.

### **Classroom Management and Organization**

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

### **Communication**

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

### **Professional Growth and Development**

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

## **Addendum to Teacher Job Description**

This addendum outlines the requirements and working conditions of a teacher in Garland ISD who is providing remote learning. The responsibilities outlined below are in addition to the regular duties described in the classroom teacher job description.

**Effective Date: March 16, 2020**

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### **Primary Purpose:**

Provide students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical, and social growth.

### **Responsibilities and Duties:**

#### **Instructional Strategies**

1. Develop and implement lesson plans and activities through distance or virtual learning to fulfill the requirements of the district's curriculum program and show written evidence of preparation, as required. Prepare lessons in instructional formats that accommodate differences in individual student needs.
2. Plan and use appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by Texas Education Agency, board policies, and administrative regulation.

## **Communication**

3. Be available by phone, email, or video conferencing during school hours to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.
4. Communicate with students or parents for the amount of time required by District guidelines.

## **Student Growth and Development**

5. Provide ongoing feedback of student achievement through formal and informal methods.
6. Be a positive role model for students and support the instructional and wellbeing goals of the campus and school district.

## **Classroom Management and Organization**

7. Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

## **Supervisory Responsibilities:**

Direct the work of assigned instructional aide(s).

## **Mental Demands/Physical Demands/Environmental Factors**

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

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

**Motion:** Frequent walking

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

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

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