Job Title: Teacher/Coach  
Wage/Hour Status: Exempt  
Reports to: Principal  
Pay Grade: Teacher Pay Scale  
Dept./School: Assigned Campus  
Date Revised: 2014  

Primary Purpose:

Provide students with appropriate learning activities and experiences in the 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 required training for subject and level assigned  
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:
Knowledge of core academic subject assigned  
General knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

Experience:
Previous teaching experience, student teaching experience, or approved internship experience

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans according to campus guidelines that fulfill the requirements of district’s curriculum program and show written evidence of preparation as required.

2. Prepare lessons that reflect accommodations for differences in student learning styles.

3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

5. Assess student learning styles and use results to help plan instructional activities.

6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.

8. Plan and supervise assignments of teacher aide(s) and volunteer(s).

9. Integrate technology to strengthen the teaching/learning process in the assigned subject area and in compliance with technology TEKS.

10. Participate in ARD meetings as needed.

11. Utilize TEKS Resource System as directed and in a manner committed to its success and the academic success of the students.

**Student Growth and Development**

12. Help students analyze and improve study methods and habits.

13. Conduct ongoing assessment of student achievement through formal and informal testing using common assessments; analyze student assessment data to determine and meet student needs.

14. Assume responsibility for extracurricular activities as assigned.

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

16. Serve as a mentor for at-risk students as needed.

**Classroom Management and Organization**

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

18. Manage student behavior in accordance with Student Code of Conduct and student handbook.
19. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

20. Assist in selection of books, equipment, and other instructional materials as needed.

**Communication**

21. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

22. Maintain a professional relationship with colleagues, students, parents, and community members.

23. Use effective communication skills to present information accurately and clearly.

**Professional Growth and Development**

24. Participate in professional development activities to improve job-related skills and utilize research-based best practices to improve instructional techniques.

25. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

26. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

27. Attend and participate in faculty meetings and serve on staff committees as required.

**Coaching Responsibilities**

28. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.

29. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.

30. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.

31. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.

32. Keep informed of and ensure compliance with all UIL rules.
33. Monitor and enforce student eligibility criteria for extracurricular participation.

34. Work with athletic director to schedule competitions and coordinate arrangements.

35. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.

36. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.

37. Oversee process of cleaning, repairing, and storing all campus athletic equipment.

38. Obtain and maintain CDL if requested/needed.

Other

39. Comply with all district and campus routines and regulations.

40. Maintain a positive and effective relationship with supervisors.

41. Communicate effectively with colleagues, students, and parents.

42. Maintain confidentiality of information.

43. Other duties as assigned

Supervisory Responsibilities: Supervise assigned teacher aide(s), student teachers, and student observers.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Exposure to extreme temperatures.

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.