

Job Title:	Teacher Leader P-TECH	Wage/Hour Status:	Exempt
Reports to:	Principal	Pay Grade:	TBA
Dept. /School:	Assigned Campus	Date Revised:	May 5, 2022

Primary Purpose

Assist the P-TECH Coordinator in the overall administration of the instructional program and operations of the P-TECH. Coordinate assigned student activities and services. Serve as a lead teacher to support the curriculum and instruction of the P-TECH.

Qualifications**Education/Certification**

Bachelor's Degree from accredited university
Valid CTE Texas Business Education Teaching Certificate.
Demonstrated competency in the CTE subject area assigned

Special Knowledge/Skills

- Strong organizational, communication, public relations and interpersonal skills
- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Ability to coordinate campus support operations

Experience

Student teaching or approved internship experience

Major Responsibilities and Duties**Instructional and Program Management**

1. Coordinate with the district CTE Business and Industry Coordinator on Work-Based Learning Sites and experiences.
2. Ensure P-TECH course requirements, prerequisites, and TEKS are followed including respective dual credit college objectives.
3. Implement the El Paso Independent School District curriculum for the grade(s) or subject(s) assigned.
4. Design clear, well-organized, sequential lessons that reflect best practice, align with standards and are appropriate for diverse learners.
5. Develop and implement long-range and short-range plans goals and objectives for the instructional program.
6. Differentiate instruction, aligning methods and techniques to diverse student needs.
7. Teach an assigned grade or subject by preparing teaching lessons, supervising learning activities, maintaining discipline, and evaluating and reporting student progress.
8. Use formal and informal methods to measure student progress, then manage and analyze student data to inform instruction.
9. Use content pedagogical expertise to design and execute lessons aligned with state standards, related content, and student needs as set by Board Policies and administrative regulations.
10. Cooperate with teachers in planning and implementing the instructional program.
11. Attend departmental or grade-level meetings.
12. Perform assignments related to student attendance and record keeping effectively and on time.
13. Use formal and informal assessments to monitor student progress records grades, and contact parents/guardians regularly regarding students' academic and social/emotional growth, effectively and on time.
14. Work with principal, counselor, and supervisory staff in identifying and solving problems related to his/her students.
15. Assess student learning to ensure student mastery while recognizing student misunderstanding and responds with different teaching techniques to clarify concepts
16. Contribute to the selection of programs, equipment, and materials to meet the needs of his/her students.

17. Develop and maintain a safe and organized classroom environment conducive to relevant effective, and meaningful learning that engage all students.
18. Take all necessary precautions to protect students, equipment and facilities to meet the need of his/her students.
19. Collaboratively participate in all scheduled professional development activities, campus professional learning communities, grade or P-TECH team meetings, committee membership or other opportunities.
20. Attend and participate in faculty meetings before and after normal school hours.
21. Assist students with skills for career and college development.
22. Prepare students for college readiness standardized testing (TSIA2).
23. Assist students in development of self-management (study skills, personal & professional goal setting) and character skills.
24. Assist students in the development of student portfolios to include resume building, essay, financial literacy, post-secondary funding (i.e., FAFSA, scholarships, grants, exemptions, and waivers), college admissions process, letters of recommendation and interview skills.
25. Assist with campus P-TECH website development and maintenance.
26. Perform assignments relating to student attendance, record keeping, reporting, and textbook accounting effectively and on time.
27. Assist the P-TECH Coordinator with the planning, organization, operation, and evaluation of the P-TECH.
28. Assist the P-TECH Coordinator with the recruitment and application process for the P-TECH.
29. Assist the P-TECH Coordinator with the planning and implementation of staff development for academic and P-TECH teachers on best practices for the P-TECH students.
30. Assist in preparing a master schedule for P-TECH courses following the CTE Programs of Study.
31. Promotes an advising program that provides needed support and direction for students enrolled in the P-TECH.
32. Serve as a resource to P-TECH teachers.
33. Assist the P-TECH Coordinator to establish an Advisory Board, Steering Committee and Leadership Team to engage representatives from institutes of higher education and corporate/workforce entities in the El Paso area in guiding, coordinating, and assisting the P-TECH.
34. Assist the P-TECH Coordinator to monitor progress and to plan improvement on the P-TECH Access, Achievement and Attainment Objective Based Measures.
35. Perform other duties as assigned by supervisor.

Student Management

36. Counsel with students and parents regarding academic, social progress, and attendance.
37. Act as a positive role model and communicate the mission, vision, and goals of the school to students, colleagues, parents, and families.
38. Establish, maintain, and communicate with campus and District administration clear expectations for student behavior.
39. Organize a safe, accessible and efficient classroom for all students while leading a mutually respectful and collaborative class of actively engaged learners.
40. Assist the P-TECH Coordinator to verify each student's Endorsement and Program of Study when entering the P-TECH and monitor the Audit Card/CCRP until the student graduates

Policy, Reports and Law

41. Uphold and enforce school rules, administrative regulations, and Board policy.
42. Establish control in the classroom and administers discipline and punishment in accordance with Board policies and administrative regulations.
43. Compile, maintain, and file all reports, records, and other documents required.
44. Assist the P-TECH Coordinator in monitoring the PEIMS process and ensure all P-TECH students are coded correctly for all PEIMS submissions.
45. Assist the P-TECH Coordinator in monitoring and maintaining all P-TECH Affiliation Agreements and MOUs.

Communication

46. Establish and maintain open lines of communication by conducting conferences with parents, students, administrators, and teachers.
47. Maintain a professional relationship, demonstrate leadership, use effective communication and outreach with students, colleagues, and community members in the school and district.

- 48. Use effective communication skills to present information accurately and clearly.
- 49. Promote positive community relations through effective communication with community members by attending PTA/PTO meetings as often as possible as demonstration of professional responsibility.
- 50. Attend PTA/PTO or school sponsored open houses.

Professional Growth

- 51. Participate in staff development activities to improve job-related skills.

Supervisory Responsibilities

Supervise paraprofessionals, volunteers, and student teachers when assigned.

Physical and Mental Job Requirements

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move textbooks, media equipment, desks, and other classroom or adaptive equipment. Follow district safety protocols and emergency procedures.

Terms of Employment

199 days; salary to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.