

Job Title: Campus College Readiness Teacher

Wage/Hour Status: Daily, Exempt

Reports to: Principal

Pay Grade: TBA

Dept/School: Assigned Campus

Date Revised: November 1, 2017

Primary Purpose

Interact effectively with each component of the educational setting in order to respond to the unique needs of each student. This is to be done within the framework of the philosophy and objectives established by the Board policy, and is to be consistent within requirements and standards of regulations and procedures.

Qualifications

Education/Certification

Bachelor's degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

Strong organizational, communication, public relations and interpersonal skills

Experience

Student teacher or approved internship experience

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Strategies

1. Assists students with the campus college readiness program and "Go Center".
2. Provides assistance to students in the application process for students preparing for college readiness.
3. Promotes and assists students and parents to complete the Free Application for Federal Student Aid (FAFSA).
4. Implements the El Paso Independent School District curriculum for the grade(s) or subject(s) assigned.
5. Develops and implements long-range and short-range plans for the instructional program.
6. Utilizes teaching techniques and classroom strategies to accommodate the various learning styles and modes of his/her students.
7. Teaches an assigned grade or subject by preparing teaching lessons, supervising learning activities, maintaining discipline, and evaluating and reporting student progress.
8. Diagnoses and assesses student needs with regard to the instructional goals and objectives.
9. Interacts with students to promote positive school image and enhance the teaching-learning process.
10. Utilizes approved textbooks, technology, supplementary materials, furniture, equipment and facilities in the most effective manner to implement the district curriculum.
11. Presents the subject matter according to guidelines established by TEA, Board policies and administrative regulations.
12. Cooperates with teachers in planning and implementing the instructional program.
13. Attends departmental or grade-level meetings.
14. Performs assignments relating to student attendance, record keeping, reporting, and textbook accounting effectively and on time.
15. Tests students, records grades, and sends progress reports to parents, effectively and on time.
16. Works with principal, counselor, and supervisory staff in identifying and solving problems related to his/her students.
17. Assesses the accomplishments of students on a regular basis and re-teaches as necessary.
18. Assists with the selection of programs, equipment, and materials to meet the needs of his/her students.
19. Develops and maintains a classroom environment conducive to effective learning.
20. Takes all necessary precautions to protect students, equipment and facilities to meet the needs of his/her students.
21. Attends and participates in group meetings and in-service education programs.
22. Attends and participates in faculty meetings before and after normal school hours.

Student Management

- 23. Counsels with students and parents regarding academic and social progress and attendance.
- 24. Acts as a positive role model for students; supports the mission of the school district.
- 25. Works with campus and District administration in identifying and solving problems related to his/her students.

Policy, Reports and Law

- 26. Upholds and enforces school rules, administrative regulations, and Board policy.
- 27. Establishes control in the classroom and administers discipline and punishment in accordance with Board policies and administrative regulations.
- 28. Compiles, maintains, and files all reports, records, and other documents required.

Communication

- 29. Establishes and maintains open lines of communication by conducting conferences with parents, students, administrators, and teachers.
- 30. Maintains a professional relationship with colleagues, students, parents, and community members.
- 31. Uses effective communication skills to present information accurately and clearly.
- 32. Promotes positive community relations through effective communication with community members by attending PTA/PTO meetings as often as possible as demonstration of professional responsibility.
- 33. Attends PTA/PTO or school sponsored open houses.

Professional Growth

- 34. Participates in staff development activities to improve job-related skills.

Supervisory Responsibilities

Supervises paraprofessionals, volunteers, and student teachers when assigned

Physical and Mental Job Requirements

Maintains emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Moves small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.

Terms of Employment

187, 194, 203, or 221 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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ *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.