

Killeen Independent School District Additional Duty Description (Stipend)

Job Title: Secondary Teacher Leader for Agriculture
Reports To: Principal, Career Center
FLSA Status: Exempt

SUMMARY

Designs and implements a wide variety of activities that promotes a teaching staff that is highly qualified and able to help all students achieve challenging academic achievement standards. *This job description supplements the teacher job description for those selected to perform these additional duties.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists the Career and Technical Education (CTE) administrative team in the implementation and evaluation of the district and campus vision, policies, and agricultural programs.

Provides professional development that improves the knowledge of teachers, campus leadership and paraprofessionals in content knowledge and instructional practices that are scientifically based and aligned with district philosophy.

Researches and provides content knowledge and resources to staff about learning and teaching content including, teaching strategies, assessment of content skills, interpretation of student achievement data, etc.

Provides information and guidance regarding a range of effective and innovative teaching practices through various activities such as individual discussions (informal and formal), coaching sessions, demonstration of lessons with pre and post discussion/analysis, study groups, and professional learning communities (PLC).

Provides professional development support designed to improve the quality of educational leaders and provides content expertise to collaborative groups of teachers and administrators.

Utilizes content area and specialization skills to provide instructional leadership in curriculum planning and coordinate the collaborative implementation of the TEKS and the development of common assessments.

Assists in the implementation, organization, and distribution of instructional materials and technology for use by the district, departments, schools, and teachers.

Attends staff, department, and committee meetings as required.

Maintains professional communications and works cooperatively with administrators and fellow staff members.

Performs other duties as assigned.

REMOTE INSTRUCTION ONLY

Provides 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.

Develops and implements lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lessons instructional formats that accommodate differences in individual students.

Plans and uses 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 regulations.

Be available by phone, email, or video conferencing between the hours established by the campus and departmental leadership 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.

Communicates with students or parents in accordance with the frequencies and mediums established by campus and departmental leadership; e.g. Communicates one time per week with each parent by phone or video conference, communicates three times per week with each student via email, website, or phone or video conference.

Provides ongoing feedback of student achievement through formal and informal methods.

Be a positive role model for students and support the goals for the campus and school district.

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

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree.

CERTIFICATES, LICENSES, REGISTRATIONS

Texas teaching certificate in secondary content area (Agriculture) required.

LANGUAGE SKILLS

Ability to read, analyze and interpret general educational periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write, effectively present information, and respond to questions from groups of administrators, teachers, and staff.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to calculate and apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations, if teaching higher levels of math.

REASONING ABILITY

Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Regular district-wide travel to multiple campuses as assigned. Work schedule extends to evening and weekends, frequently. The noise level in the work environment is usually quiet/moderate.

REMOTE WORK ENVIRONMENT ONLY

Tools/Equipment Used: Personal computer (PC), phone system, video/instructional equipment, and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work frequent use of hands and wrists

Environment: Work inside from home or location other than school building

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

Revised Date: May 12, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.