

## **Killeen Independent School District Job Description**

**Job Title:** Secondary Teacher Leader  
**Reports To:** Principal  
**FLSA Status:** Exempt

### **SUMMARY**

Designs and implements a wide variety of activities that promote 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 campus administrative team in the implementation and evaluation of the district and campus vision, policies, and 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 assessment results, 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 CSCOPE 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 required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Teaching certificate in secondary content area 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 solve practical problems and deal with a variety of concrete variables in situations

where only limited standardization exists. 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 regularly lift and carry (less than 15 pounds); may lift and move textbooks and classroom equipment. 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 employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities.

### **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

**Date Revised:** 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.