

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

**Job Title:** Teacher Secondary  
**Reports To:** Principal and/or Assistant Principal  
**FLSA Status:** Exempt

### **SUMMARY**

Provides students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enables students to develop competencies and skills to function successfully in society.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Develops and implements plans for curriculum program which provides for effective teaching strategies.

Develops, selects, and modifies instructional plans and materials to meet the needs of all students.

Presents subject matter according to guidelines established by Texas Education Agency, Board of Trustees policies, and administrative regulations.

Employs a variety of instructional techniques and media consistent with the needs and capabilities of the student groups involved.

Plans and implements a program of instruction that adheres to the district's philosophy, goals, and curriculum objectives as outlined in the adopted course of study.

Monitors appropriate use and care of equipment, materials, textbooks, and facilities.

Plans and supervises purposeful assignments for educational aide(s) and/or volunteer(s).

Maintains regular, on-time attendance.

Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for the continual improvement of the school's curriculum.

Encourages student enthusiasm for the learning process and the development of good study habits.

Provides progress and interim reports as required.

Assumes responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.

Presents a positive role model that supports the mission of the school and district.

Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.

Develops, in accordance with district and building guidelines, reasonable rules of classroom behavior and appropriate discipline techniques which are consistently applied.

Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Assists in the selection of books, equipment, and other instructional materials.

Communicates, orally and in writing, and interacts with students, parents, staff and the community in a positive manner.

Maintains a professional relationship with all colleagues, students, parents, and community members.

Uses acceptable communication skills to present information accurately and clearly.

Participates in the district's professional development program.

Strives to maintain and improve professional competence through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

Demonstrates behavior that is professional, ethical, and responsible.

Keeps informed of and complies with state, district, and school regulations and policies for classroom teachers.

Compiles, maintains, and files all required reports, records, and other documents.

Attends staff, department, and committee meetings as required.

Demonstrates and utilizes technology and audiovisual teaching aids to present subject matter to class.

Prepares, administers, and corrects tests and records results.

Assigns lessons, corrects papers, and hears oral presentations.

Teaches rules of conduct and social skills.

Counsels students with attitude adjustment and academic problems and refers students to appropriate personnel, as needed.

Discusses student's academic and behavioral attitudes and achievements with parents/guardians.

Maintains attendance and grade records as required by district grading policy..

Maintains accurate attendance records and identifies chronic attendance problems that affect student learning.

Coordinates class field trips.

Maintains order and discipline in classroom.

Maintains professional dress and grooming as outlined by campus/district guidelines.

Maintains a positive attitude toward school and district when out in public.

Notifies supervisor of absence in advance, if possible, and calls for substitute in a timely manner, and has appropriate lesson plans available when absent.

Performs other duties as assigned.

#### **PHYSICAL EDUCATION TEACHER ONLY:**

Plans physical education program to promote development of student's physical attributes and social skills.

Teaches individual and team sports to students, utilizing knowledge of sports techniques and of physical capabilities of students.

Organizes, leads, instructs, and referees indoor and outdoor games such as volleyball, baseball, and basketball.

Instructs individuals or groups in beginning or advanced calisthenics, gymnastics, or corrective exercises, determining type and level of difficulty of exercises, corrections needed, and prescribed movements.

Teaches and demonstrates use of weights and weight training.

Confers with students, parents, and school counselors to resolve student problems.

Selects, stores, orders, issues, and inventories equipment, materials, and supplies used in physical education program.

#### **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**

May supervise one or more educational aide(s) and/or volunteer(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees/volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

### **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.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

### **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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. 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.

### **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 text books 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

**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.