Longview Independent School District

Job Description
Teacher – CATE - Computer Science

JOB TITLE:	Teacher – CATE Computer Science	**WAGE/HOUR STATUS:**	Exempt
REPORTS TO:	Principal	**TERMS:**	187 Days
DEPARTMENT:	Campus Assigned	**PAY GRADE:**	Teacher Pay Schedule

PRIMARY PURPOSE

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

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

Minimum Experience:

At least one year of field experience (student teaching) or approved internship

MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required

2. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations

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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned

4. Conduct assessments of student learning styles and use results for instructional activities

5. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)

6. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements

7. Plan and supervise assignments of teacher aide(s) and volunteer(s)

8. Use technology to strengthen the teaching/learning process

9. Help students analyze and improve study methods and habits

10. Conduct ongoing assessment of student achievement through formal and informal testing

11. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal

12. Be a positive role model for students; support mission of school district

13. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students

14. Manage student behavior in accordance with Student Code of Conduct and student handbook

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

16. Assist in selection of books, equipment, and other instructional materials

17. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers

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

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

19.   Use effective communication skills to present information accurately and clearly

20.   Participate in the district staff development program

21.   Demonstrate interest and initiative in professional improvement

22.   Demonstrate behavior that is professional, ethical, and responsible

23.   Keep informed of and comply with federal, state, district, and school regulations and policies for teachers

24.   Compile, maintain, and file all reports, records, and other documents required

25.   Attend and participate in faculty meetings and serve on staff committees as required

26.   Comply with district policies, as well as state and federal laws and regulations

27.   Adhere to the district's safety policies and procedures

28.   Maintain confidentiality in the conduct of district business

29.   Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

30.   Demonstrate regular and prompt attendance

31.   Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2019