



## JOB DESCRIPTION

### TEACHER – DISTANCE AND IN-PERSON LEARNING

<b>JOB TITLE:</b>	Teacher – Distance and In-Person Learning	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned - Offsite	<b>PAY GRADE:</b>	Teacher Pay Schedule

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#### PRIMARY PURPOSE:

Provide students with appropriate in-person and distance or virtual instruction in the core academic subject area assigned to help 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 or related training and work experience for certification waivers under the District of Innovation (DOI)  
Demonstrated competency in the core academic subject area assigned  
[Physical Education Teachers: Current automated external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificate]

##### Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instructional best practices for online learning
- Strong knowledge of internet and web-related technology
- Ability to instruct students using a variety of technology applications and platforms
- Strong organizational, communication, and interpersonal skills
- Ability to develop relationships and maintain consistent contact with student, parents, and colleagues
- Ability to support students with computer set-up, navigation, and technology issues

##### Minimum Experience:

Student teaching, approved internship or related work experience



# Longview Independent School District

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### MAJOR RESPONSIBILITIES AND DUTIES:

#### Instructional Strategies

1. Develop and implement lesson plans for in-person, distance, and virtual learning that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
3. Conduct assessment of student learning styles and use results to plan instructional activities
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion

#### Student Growth and Development

7. Provide timely feedback to students and track progress through a variety of methods
8. Conduct ongoing assessment and feedback related to student achievement through formal and informal methods
9. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
10. Be a positive role model for students and support the goals of the campus and school district



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Classroom Management and Organization**

11. Create an in-person and virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
12. Manage student behavior in accordance with Student Code of Conduct and student handbook
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
14. Assist in selecting books, equipment, and other instructional materials
15. Compile, maintain, and file all reports, records, and other documents required

#### **Communication**

16. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents
17. Communicate with students or parents on a regular basis via phone or video conference, email or district-approved website
18. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members

#### **Professional Growth and Development**

19. Participate in staff development activities to improve job-related skills
20. Attend and participate in faculty meetings and serve on staff committees as required

#### **Other**

21. Comply with district policies, as well as state and federal laws and regulations
22. Follow district's safety protocols and emergency procedures



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Other (continued)**

23. Maintain confidentiality in the conduct of district business
24. 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)
25. Demonstrate regular and prompt attendance
26. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Supervise assigned instructional aide(s) as required

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment, phone systems, video/instructional equipment and peripherals

### **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; work prolonged or irregular hours



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Prolonged sitting and standing; frequent standing, walking, stooping, bending, kneeling, squatting, pulling, pushing, twisting, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand/wrist 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; work inside from school, home or location other than school building, may work outside; regular exposure to noise and computer monitors

### EVALUATION:

Teacher Evaluation and Support System (T-TESS)

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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: AUG., 2020