



Longview Independent School District

JOB DESCRIPTION TEACHER - TECHNOLOGY

JOB TITLE:	Teacher - Technology	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide project-based classroom that introduces students to technology such as robotics, coding, engineering, digital media, etc.; personalized learning and flexibility with the curriculum; One to One iPads, and iMacs in the classroom; small class size of 8-12 students

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. Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
2. Provide individualized instruction to each student by promoting interactive learning



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Create and distribute educational content (notes, summaries, assignments, etc.)
4. Plan and execute educational in-class and outdoor activities and events
5. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required
6. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
7. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
8. Conduct assessments of student learning styles and use results for instructional activities
9. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
10. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
11. Plan and supervise assignments of teacher aide(s) and volunteer(s)
12. Use technology to strengthen the teaching/learning process
13. Help students analyze and improve study methods and habits
14. Conduct ongoing assessment of student achievement through formal and informal testing
15. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal
16. Be a positive role model for students; support mission of school district
17. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

18. Manage student behavior in accordance with Student Code of Conduct and student handbook
19. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
20. Assist in selection of books, equipment, and other instructional materials
21. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
22. Maintain a professional relationship with all colleagues, students, parents, and community members
23. Use effective communication skills to present information accurately and clearly
24. Participate in the district staff development program
25. Demonstrate interest and initiative in professional improvement
26. Demonstrate behavior that is professional, ethical, and responsible
27. Keep informed of and comply with federal, state, district, and school regulations and policies for teachers
28. Compile, maintain, and file all reports, records, and other documents required
29. Attend and participate in faculty meetings and serve on staff committees as required
30. Comply with district policies, as well as state and federal laws and regulations
31. Adhere to the district's safety policies and procedures
32. Maintain confidentiality in the conduct of district business
33. 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)
34. Demonstrate regular and prompt attendance
35. Other duties as assigned



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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

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: June, 2020