



# Longview Independent School District

## JOB DESCRIPTION TEACHER – CURRICULUM SUPPORT

<b>JOB TITLE:</b>	Teacher - Curriculum Support	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Teacher Pay Schedule

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### PRIMARY PURPOSE:

To increase the achievement of all students and provide support and assistance for the classroom teacher; provide teachers and students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth; enable students to develop competencies and skills to function successfully in testing strategies

### QUALIFICATIONS:

#### Minimum Education/Certification:

Bachelor's degree from accredited college or university

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

Meet the "Highly Qualified" requirement under NCLB standards

#### 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
- Fluent in English and Spanish, preferred

#### Minimum Experience:

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

### MAJOR RESPONSIBILITIES AND DUTIES:

1. 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)

2. Manage student behavior in accordance with Student Code of Conduct and student handbook
3. Analyze STAAR/Assessment data
4. Coordinate STAAR service delivery plan
5. Provide/model for teacher's instructional strategies established by Texas Education
6. Plan and deliver small group instruction to low achieving students
7. Conduct staff and professional development training activities
8. Assist principal in planning, coordinating, and monitoring tutorials
9. Assist in monitoring instruction for pre-kindergarten through fifth grades
10. Use technology to extract data to strengthen the teaching/learning process
11. Support principal and work cooperatively with staff, parents, and students
12. Coordinate and supervise district and campus testing
13. Comply with district policies, as well as state and federal laws and regulations
14. Adhere to the district's safety policies and procedures
15. Maintain confidentiality in the conduct of district business
16. 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)
17. Demonstrate regular and prompt attendance
18. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required



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### 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, stooping, bending, pulling, pushing; move 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:** Performance Development Appraisal System (PDAS)

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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: July, 2009**