

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
CTE Teacher – Information Technology		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Teacher	Based on Experience	187	Exempt	March 2024

Primary Purpose:

Provide 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 society.

Qualification Guidelines:

Education/Certifications/Experience:

Bachelor’s degree from accredited university

Valid Texas teaching certificate with required endorsements for subject and level assigned **OR**
two or more years of full-time wage-earning experience in the Information Technology Field

Special Knowledge/Skills/Abilities:

General knowledge of curriculum and instruction

Able to use information about individual student to make learning more meaningful and relevant

Able to capitalize on students’ interests in an effort to engage them and help them to become independent learners

Strong organizational, communication, and interpersonal skills

Knowledge of subject(s) assigned

Supervisory Responsibilities:

NONE

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent standing/sitting/bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds); frequent moving of small equipment

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Major Responsibilities and Duties:

Instructional Strategies

1. Deliver the district curriculum.
2. Prepare lessons that reflect accommodations for differences in student learning styles.

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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. 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. Use technology to strengthen the teaching/learning process.
7. Plan and supervise assignments of teacher aide(s) and volunteer(s).
8. Assist in selection of books, equipment, and other instructional materials.

Student Growth and Development

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.

Classroom Management and Organization

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.

Communication

16. Establish and maintain open of communication by conducting conferences with parents, students, principals, and teachers.
17. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

18. Participate in professional development activities to improve job-related skills.
19. Keep informed of and comply with state, district, and school regulations and policies

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- for classroom teachers.
- 20. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 21. Participate in faculty meetings and serve on staff committees as required.
- 22. Perform other duties as assigned.

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