

Victoria Independent School District-Job Description

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

Bachelor's degree from accredited university
Valid Texas Teaching certificate with required endorsements for subject and level assigned
ESL Certification (preferred or willing to obtain)

Letter of Acceptance from Educator Prep Program and ability to obtain Intern certification within one year for subject and level assigned

Experience:

No prior experience necessary

Special Knowledge/Skills/Abilities:

General knowledge of curriculum and instruction
Capitalizes students' interests to engage students to become independent learners
Strong organizational, communication, and interpersonal skills
Knowledge of subjects assigned
Uses information about individual student to make learning more meaningful and relevant

Supervisory Responsibilities:

Supervise assigned teacher aide(s)

Mental/Physical/Environmental Demands:

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

Posture: Frequent sitting; occasional 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

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Major Responsibilities and Duties:

Instructional Strategies

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

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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 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. Completion of Medicaid/SHARS duties when determined necessary by the ARD committee. *
23. Maintain the district established system for record-keeping and documenting all Medicaid/ SHARS services as they are provided, within the timelines established for the program and/or VISD Medicaid/SHARS operating procedures. *
24. Follow all VISD Medicaid/SHARS operating procedures. *
25. Completion of annual Random Moment Time Study (RMTS) training and complete RMTS Fairbanks surveys for "assigned random moment" no later than 24 hours after event. *
26. *SE Resource/Inclusion teachers, and RISE teachers assignments only.
27. Perform other duties as assigned.

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