**Job Title:** High School Language Arts

**Reports to:** Principal

**Date Revised:** June 22, 2022

**Primary Purpose**

The role of the teacher is to interact effectively with each component of the educational setting in order to respond to the unique needs of each student. This is to be done within the framework of the philosophy and objectives established by Lydia Patterson Institute policy, and are to be consistent within requirements and standards of regulations and procedures.

**Qualifications**

**Education/Certification**

Bachelor’s degree

Valid Texas Teacher Certification or enrolled in Alternative Certification program

**Special Knowledge/Skills**

Strong organizational, communication, public relations and interpersonal skills

**Experience**

Student teacher or approved internship experience

**MAJOR RESPONSIBILITIES AND DUTIES**

**Instructional Strategies**

1. Implements the curriculum for the grade(s) or subject(s) assigned.

2. Develops and implements long-range and short-range plans for the instructional program.

3. Utilizes teaching techniques and classroom strategies to accommodate the various learning styles and modes of his/her students.

4. Teaches an assigned grade or subject by preparing teaching lessons, supervising learning activities, maintaining discipline, and evaluating and reporting student progress.

5. Diagnoses and assesses student needs with regard to the instructional goals and objectives.

6. Interacts with students to promote positive school image and enhance the teaching-learning process.

7. Utilizes approved textbooks, technology, supplementary materials, furniture, equipment and facilities in the most effective manner to implement the curriculum.

8. Presents the subject matter according to guidelines established by TEA and administrative regulations.

9. Cooperates with teachers in planning and implementing the instructional program.

10. Attends departmental or grade-level meetings.

11. Performs assignments relating to student attendance, record keeping, reporting, and textbook accounting effectively and on time.

12. Tests students, records grades, and sends progress reports to parents, effectively and on time.

13. Works with principal, counselor, and supervisory staff in identifying and solving problems related to his/her students.

14. Assesses the accomplishments of students on a regular basis and re-teaches as necessary.

15. Assists with the selection of programs, equipment, and materials to meet the needs of his/her students.

16. Develops and maintains a classroom environment conductive to effective learning.

17. Takes all necessary precautions to protect students, equipment and facilities to meet the needs of his/her students.

18. Attends and participates in group meetings and in-service education programs.

19. Attends and participates in faculty meetings before and after normal school hours.

**Student Management**

20. Counsels with students and parents regarding academic and social progress and attendance.

21. Acts as a positive role model for students; supports the mission of the school.

22. Works with the principal, counselor, and supervisory staff in identifying and solving problems related to his/her students.

**Policy, Reports and Law**

23. Upholds and enforces school rules and administrative regulations.

24. Establishes control in the classroom and administers discipline and punishment in accordance with policies and administrative regulations.

25. Compiles, maintains, and files all reports, records, and other documents required.

**Communication**

26. Establishes and maintains open lines of communication by conducting conferences with parents, students, administrators, and teachers.

27. Maintains a professional relationship with colleagues, students, parents, and community members.

28. Uses effective communication skills to present information accurately and clearly.

29. Promotes positive community relations through effective communication with community members.

30. Attends school sponsored open houses.

**Professional Growth**

31. Participates in staff development activities to improve job-related skills.

**Supervisory Responsibilities**

Supervises paraprofessionals, volunteers, and student teachers when assigned

**Physical and Mental Job Requirements**

Maintains emotional control under stress. Frequent standing, stooping, bending, keeling, pushing, and pulling. Moves small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.

**Terms of Employment**

186 days; salary to be established by the President

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.