



**Waco Independent School District  
JOB DESCRIPTION**

<b>Job Title:</b>	Teacher	<b>Wage/Hour Status:</b>	Exempt/Contracted
<b>Reports to:</b>	Principal	<b>Pay Grade/Days:</b>	Teacher / 187
<b>Dept./School:</b>	Assigned Campus	<b>Date Revised:</b>	September, 2020

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**Primary Purpose:**

Provide students with appropriate in-person, distance, or virtual learning activities and experiences in the academic subject area(s) assigned 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.

**Qualifications:**

**Education/Certification:**

Bachelor’s degree from accredited university  
Valid Texas teaching certificate with required endorsements or required training for  
Subject(s) and level(s) assigned  
Demonstrated competency in the academic subject area assigned

**Special Knowledge/Skills:**

Knowledge of academic subject(s) assigned  
Knowledge of curriculum and instruction  
Knowledge of internet and web-related technology  
Ability to instruct students using a variety of technology applications and platforms  
Ability to assist students with technology set-up, navigation, and provide contact resources to students/parents if technology issues arise  
Ability to develop relationships and maintain consistent contact with students, parents, and colleagues  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

**Experience**

Student teaching, approved internship, or related work experience

**Major Responsibilities and Duties:**

1. Develop and implement lesson plans for in-person, distance, and virtual learning that fulfill requirements of the district’s curriculum program and show written evidence of preparation as required, including lessons that reflect accommodations for differences in student learning styles.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students’ assigned and present subject matter according to guidelines established by the Texas Education Agency, Board policies, and administrative regulations. Use technology to strengthen the teaching/learning process.
3. Conduct ongoing assessment of student learning and analyze results to plan instructional activities in response to the data.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEPs).

5. Work cooperatively with other members of campus and District staff to determine instructional goals, objectives, and methods according to District requirements.
6. Plan and supervise work assignments of teacher aide(s) and volunteer(s) according to aides and/or volunteers provided.
7. Provide timely feedback to students and track progress through a variety of methods.
8. Conduct ongoing assessment of student achievement and learning styles through informal and formal testing.
9. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by, or assigned by, the campus principal.
10. Serve as a positive role model for students, and support the mission of the school district.
11. Create an in-person (and virtual when needed) classroom environment conducive to learning that appropriately supports the physical, social, and emotional development of students. Help students to analyze and improve study methods and habits.
12. Manage student behavior in accordance with Student Code of Conduct and Student Handbook.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, technology, and facilities.
14. Assist in the selection of books, equipment, and other instructional materials.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
16. Establish and maintain a professional relationship and open communication with parents, students, administrators, and colleagues. Conduct conferences with parents and others when needed or required. Use effective oral and written communication skills to present information accurately and clearly.
17. Communicate with students and parents on a regular basis via email, District-approved website, phone, or video conference.
18. Be available by phone, email, or video conferencing during regular school hours to confer with District personnel, students, and parents.
19. Assume all responsibilities and duties, using an adjusted daily/hourly schedule involving in-person and/or distance/virtual learning as required to provide continual learning for assigned students.
20. Participate in professional development activities as assigned, and as necessary, to improve job-related skills and for your own professional improvement and growth.
21. Stay informed of, and comply with, all state, District, and school regulations and policies for classroom teachers.
22. Attend and participate in faculty meetings, team/department meetings, and serve on campus or District committees as required.
23. Follow District safety protocols and emergency procedures.
24. Perform other duties as assigned.

**Supervisory Responsibilities:**

Supervise teacher aide(s) if assigned.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Ability to think clearly in stressful situations and a high stress tolerance required; high physical stamina necessary; and an extended amount of walking necessary. Occasional districtwide and statewide travel; frequent prolonged and irregular hours. Use of computers and related equipment required. Use of personal computer, phone systems, and video/instructional equipment both on campus and off-site may be required.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

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Employee Signature

Date

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Printed Name

Employee ID #

**Non Discrimination Statement**

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics at 254-755-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent Human Resources. For information or complaints regarding compliance with nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or PO Box 27; Waco, TX 76703.