

Sam Houston State University Human Resources

Staff Classification Description – Charter School – Elementary Classroom Teacher

Skill Category: Professional

Position (Employee) Class: 3CS01 (C1)

Grade: 18

Date: 01/2017

Department: Charter School

Educational & Experience Requirement: Bachelor's degree in Education or in a related field. Experience in teaching or a related field preferred. Valid Texas Teacher Certification to teach Kindergarten through Fifth grade. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Responsible for instructing students in an elementary school from Kindergarten through Fifth grade. Creates and maintains an educational atmosphere that encourages effective student learning and supports school programs and goals.

Supervision Given & Received: Works under minimum direction and may supervise paraprofessional employees.

Primary Responsibilities: Instructs students on subjects such as science, literature, and math, and creates a well-rounded, comprehensive instructional program. Implements and administers into daily student instruction appropriate educational curriculum, which is aligned with the Texas State Standards. Creates instructional resources for use in the classroom. Plans, prepares, and delivers instructional activities. Creates a positive educational climate in which students can learn. Analyzes student progress and provides appropriate instruction. Provides a classroom management/discipline plan ensuring safety at all times. Ensures assessment regulations and guidelines are followed at all times. Develops a classroom/school climate that promotes positive learning conditions. Works professionally and cooperatively with administrators, faculty, staff, parents, students, and the community. Integrates technology into the instructional program. Meets course and school-wide student performance goals. Participates in ongoing training sessions. Creates lesson plans and modifies accordingly throughout the year. Grades papers and maintains the grade book. Writes grant proposals to gain funding for further research. Creates projects designed to enhance lectures. Reads and stays abreast of current topics in education. Utilizes various curriculum resources. Integrates competencies, goals, and objectives into lesson plans. Utilizes curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served. Develops incentives to keep participants in class. Develops professional relationships with other agencies and programs. Utilizes public library resources. Works with program coordinators to ensure initiatives are being met. Tutors students on an individual basis. Establishes and communicates clear objectives for all learning activities. Prepares and distributes required reports. Observes and evaluates student performance. Manages student behavior in the classroom by invoking approved disciplinary procedures. Guides the learning process towards achievement of curriculum goals. Employs a variety of instructional techniques and strategies aligned with the instructional objectives, in order to meet the needs of all students. Participates as an active member with other faculty and staff. Maintains accurate and complete records as required by law and school policy. Maintains and improves professional competence. Performs other related duties as assigned.

Other Specifications: Knowledge of local, state, and federal laws. Communicates effectively both written and orally.

Must be willing to travel between zoned Charter School sites. Sites located in Greater Houston area.

This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.