



## Job Description

**Job Title:** English Teacher (MS /HS)

**Reports to:** Principal

**Department:** Academic

**Position Type:** Full-Time

**Work Hours:** 7:45 – 4:00 (M, T, Th)

7:45 – 4:30 (W), 7:45 – 3:30 (F)

### Job Overview:

Responsible creating well-rounded, comprehensive lesson plans, administering praise and constructive criticism, and instructing middle and high school students in English.

### Responsibilities and Duties:

- Create instructional resources for use in the classroom
- Plan, prepare and deliver instructional activities
- Create positive educational climate for students to learn in
- Meet course and school-wide student performance goals
- Participate in ongoing training sessions
- Create lesson plans and modify accordingly throughout the year
- Maintain grade books
- Grade papers and perform other administrative duties as needed
- Create projects designed to enhance lectures
- Read and stay abreast of current topics in education
- Integrate competencies, goals, and objectives into lesson plans
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served
- Tutor students on an individual basis
- Establish and communicate clear objectives for all learning activities
- Prepare and distribute required reports
- Observe and evaluate student's performance
- Manage student behavior in the classroom by invoking approved disciplinary procedures

### Qualifications:

- Bachelor's degree of related subject from accredited university
- Texas teaching certificate
- Experience is preferred but not necessary for hiring