



## Job Description

**Job Title:** English Teacher (MS /HS)  
**Reports to:** Principal  
**Department:** Academic

**Position Type:** Full-Time -Exempt  
**Work Hours:** 7:45 – 4:00 (M, T, Th)  
7:45 – 4:30 (W), 7:45 – 3:30 (F)

### Job Summary:

The English Teacher is responsible for creating well-rounded, comprehensive lesson plans, administering praise and constructive criticism, and instructing middle and high school students in English.

### Duties and Responsibilities:

- Create instructional resources for use in the classroom.
- Plan, prepare and deliver instructional activities.
- Create positive educational climate for students to learn.
- 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 required.
- Create projects designed to enhance lectures and students learning experience.
- 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, when required.
- 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

### Required Skills and Abilities:

- Excellent written and oral communication skills.
- Excellent organizational skills.
- Excellent classroom management skills.
- Demonstrated ability to effectively work with a diverse student population.

### Education and Experience:

- Bachelor's degree of related subject from accredited university
- Texas teaching certificate

- Three to five years experience teaching English, preferred. Bachelor's degree from an accredited university, Masters Degree, preferred.

**Physical Requirements:**

- Prolong periods of sitting to grade papers and work on computer.
- Some bending, standing and stooping.