



Job Description

Job Title: Social Studies 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:

Social Studies Teachers for MS/HS are responsible for creating well-rounded, comprehensive lesson plans, administering praise and constructive criticism, and instructing middle and high school students.

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 needed.
- Create projects designed to enhance lectures.
- Read and stay abreast of current topics in education.
- Create lesson plans.
- Utilize various curriculum resources.
- Integrate competencies, goals, and objectives into lesson plans..
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Develop incentives to keep participants in class.
- Work with program coordinators to ensure initiatives are being met.
- 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.

Required Skills and Abilities:

- Excellent communication skills both written and verbal.
- Excellent interpersonal skills.
- Demonstrated ability to work effectively with a diverse student population.
- Excellent classroom management skills.

Education and Experience:

- Bachelor's degree of related subject from accredited university
- Texas teaching certificate
- Three to five years experience teaching social studies, preferred.

Physical Requirements:

- Prolong periods of standing, bending and working on a computer.