



Job Title:	Teacher, Early College HS	Wage/Hour Status:	Exempt
Reports To:	Academic Associate Principal	Pay Grade:	Teacher Pay Scale
Dept. /School:	TCC SE Early College HS	Date Revised:	04/03/2018

Primary Purpose:

Provide students in a collegiate environment with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in a college environment.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements for subject and level assigned
Master's degree and a minimum of 18 graduate hours in content area preferred to teach dual credit courses

Special Knowledge/Skills:

Expert Knowledge of subjects assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills
Success in preparing high school students to prepare for high school and college studies
Strong interest to help design a collegiate learning community with academic, social and emotional structure

Experience:

At least one year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies:

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum, TCC's curriculum, AVID WICOR, TSI, SAT/ACT and show written evidence of preparation as required.
2. Have a firm commitment to upholding the campus Vision and Mission through implementing the core features of TEA's early college high school blueprint.
3. Prepare lessons that reflect accommodations for differences in student learning styles especially English Language Learners and Students with Disabilities

4. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
5. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
6. Use a variety of pedagogies: direct instruction, problem based and processed based learning for collegiate level and career based studies.
7. Conduct assessment of student learning styles and use results to plan instructional activities and support student with tutorials and opportunities to reteach.
8. Scaffold academic support in order for students to accelerate toward college expectations and design high school syllabi to mirror college syllabi.
9. Provide academic and social support for At-Risk, struggling, ELL and students with disabilities
10. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
11. Work with TCC Department Chair and other members of staff to determine instructional goals, objectives, and methods according to district and TCC instructional requirements.
12. Use technology to strengthen the teaching/learning process.

Student Growth and Development:

13. Help students analyze and improve study methods and habits.
14. Conduct ongoing assessment of student achievement through formal and informal testing.
15. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
16. Be a positive role model for students.
17. Serve as an advisor to students, overseeing their academic and behavioral progress for improving performance, college and career planning, problem solving and a variety of personal issues.

Classroom Management and Organization:

18. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
19. Manage student behavior in accordance with Student Code of Conduct and student handbook.
20. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
21. Assist in selection of books, equipment, and other instructional materials.

Communication:

22. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers.
23. Maintain a professional relationship with colleagues, students, parents, and community members.
24. Use effective communication skills to present information accurately and clearly.
25. Communicate weekly with parents and school stakeholders about student progress

Other:

26. Participate in staff development activities such as AVID conference, ECHS conference, content specific and other professional development to improve job-related skills.
27. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

28. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
29. Desire to build and grow the culture, processes, and structures of the early college high school
30. Daily attendance and punctuality at work are essential functions of the job
31. Other duties as assigned.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.