

# Terrell I.S.D. Job Vacancy

*Terrell Independent School District is an Equal Opportunity Employer*

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

<b>Job Title:</b>	Elementary Teacher	<b>Work Days:</b>	187
<b>Reports to:</b>	Principal	<b>Pay Grade:</b>	According to TISD Salary Schedule
<b>Dept./School:</b>	Wood Elementary School	<b>Start Date:</b>	2012-2013 School Year
<b>Contact Person:</b>	Stacey Ellis Executive Director Human Resources and Student Services	<b>Date Posted:</b>	March 22, 2012
		<b>Deadline to apply:</b>	April 4, 2012

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## Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

## Qualifications:

### Education/Certification:

Bachelor's degree from accredited university, ESL Preferred  
Valid Texas teaching certificate Generalist (EC-6)  
Demonstrated competency in the core academic subject area assigned

### Special Knowledge/Skills:

Knowledge or core academic subject assigned  
General knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

### 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 program and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Conduct assessment of student learning styles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Plan and supervise assignments of teacher aide(s) and volunteer(s).
9. Use technology to strengthen the teaching learning process.

### **Student Growth and Development**

10. Help students analyze and improve study methods and habits.
11. Conduct ongoing assessment of student achievement through formal and informal testing.
12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
13. Be a positive role model for students, support mission of school district.

### **Classroom Management and Organization**

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

### **Communication**

18. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
19. Maintain a professional relationship with colleagues, students, parents, and community members.
20. Use effective communication skills to present information accurately and clearly.

### **Professional Growth and Development**

21. Participate in staff development activities to improve job-related skills.
22. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

23. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
24. Attend and participate in faculty meetings and serve on staff committees as required.

### **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.

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

### **Application Procedures**

#### **Please submit requested information to:**

Terrell ISD Human Resources Department  
Attention: Stacey Ellis, Executive Director Human Resources  
and Student Services  
700 North Catherine Street  
Terrell, Texas 75160  
Office Number: 972-563-7504  
Fax: 972-551-5712  
[stacey.ellis@terrellisd.org](mailto:stacey.ellis@terrellisd.org)

- District Employees:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
  2. Resume
  3. Transfer form by deadline date
- Outside Applicants:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
  2. Certificate(s)
  3. Resume
  4. Online Application on our website [www.terrellisd.org](http://www.terrellisd.org) or go to [www.teacherjobnet.org](http://www.teacherjobnet.org)
  5. Transcripts
  6. Criminal History Form (download from our website)
  7. 3 Reference Letters (download from our website)
  8. After you have completed the online application please contact Rebecca Moss at 972-563-7504 ext. 3338 or email me at [rebecca.moss@terrellisd.org](mailto:rebecca.moss@terrellisd.org) to let me know which position you are applying for.

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.