

Position Title: Teacher of Record

Reports to: Chief Academic Officer (CAO)

Days/Hours: School Year Employee, M-F, 7:30am

Department: Faculty

Location: Trinity Environmental Academy

FLSA: Exempt

Mission Statement

The mission of Trinity Environmental Academy (TriEA) is to provide an innovative community-based environmental education to engage and empower scholars to become tomorrow's global change agents using the local community surroundings as the context for instruction, learning, and service.

Summary

Under the direction of the CAO, the teacher is responsible for instructing students in a primary and/or secondary setting. Teachers create lesson plans, administer positive praise and constructive criticism, instructs students on subjects such as science, literature, math, and technology, and create a well-rounded, comprehensive instructional program that meets the state TEKS and environmental learning expectations of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Employ appropriate instructional strategies and protocols in order to ensure academic growth for all students.
- Demonstrate current knowledge and skill in using research-based instructional methods, planning unit and lessons in writing.
- Work with colleagues to create scope and sequence, horizontal and vertical alignment of the curriculum.
- Demonstrate use and knowledge of environmental based education, using PBL/PBE strategies, interdisciplinary approach.
- Create a safe, respectful learning environment for students and actively engage them in the learning process.
- Work with scholars before and after school to provide additional instruction to ensure content mastery, occasional weekends.
- Promote a college-going atmosphere in the classroom and demonstrate high expectations for students.
- Demonstrate behavior that is professional, ethical, continuous learner, responsible, and environmentally focused.
- Makes efforts to teach outside of the walls of a classroom, using the campus and community as a learning laboratory.
- Write grant proposals to get the necessary tools, equipment, supplies needed to carry out the job of a teacher in their field.
- Communicates timely and clearly, in writing and verbally, about all aspects of their job as it relates to colleagues, students, parents, and administrators, meeting their deadlines.
- Other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

A teacher does not have any supervisory responsibilities. Any assigned teacher aide or resident teacher is supervised by the Dean or CAO, allowing the teacher and aide to work as partners.

QUALIFICATIONS

Teacher Certification for all core teachers relevant to their assigned duties.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree for K-6 teachers, 7-12 core teachers, special education, bilingual, and CTE teachers, be certified to teach in Texas, and demonstrate competency in their core academic subject area. All other teachers are required to have a high school diploma as a minimum, some college and working towards a Bachelor's degree preferred. No teaching experience required, but at least 2 years of teaching preferred.

LANGUAGE SKILLS

Ability to read, analyze, and apply common sense and understanding to carry out instructions in written or oral form. Ability to set priorities. Ability to communicate effectively in oral and written form with all levels of personnel, students, and parents.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should be competent in Student Information Systems used to record grades, testing data, scheduling, discipline records, and Microsoft Office applications. Ability to use basic office and classroom equipment. Ability to learn and use other software and technology teaching tools as necessary to improve student learning and provide immediate feedback on content mastery.

OTHER QUALIFICATIONS

Criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

PHYSICAL AND MENTAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use the wrists, hands and/or fingers. The employee is occasionally required to stand; walk; climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to endure extended periods of time in and outside the classroom with groups/teams of scholars, maintaining control and ensuring their safety. Employee must be comfortable in the outdoors, using nature and the local environment as a teaching lens.

SAFETY DUTIES AND RESPONSIBILITIES

Every employee of the School has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

WORK ENVIRONMENT

The work environment is representative of those an employee encounters while performing the essential functions of this job. The environment requires close proximity to other employees, frequent interruptions, extended periods of time viewing a computer screen, and noise levels from low to high. There may be activity from other employees and/or scholars of a distracting nature that cannot compromise an employee's ability to do their own job. Must be able to prepare self and others to withstand extended periods in the elements when using the outdoors as a classroom.

MODIFICATION OF DUTIES AND ESSENTIAL FUNCTIONS

Trinity Environmental Academy retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job as described in this document.

Employee's Signature: _____ Date: _____

Supervisor/Witness: _____ Date: _____