



**GENERAL EMPLOYMENT NOTICE  
GENERAL EDUCATION TEACHER  
ELEMENTARY CAMPUSES  
(Potential Openings)**

**JOB SUMMARY**

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

**MINIMUM QUALIFICATIONS**

**(Only those persons who meet the minimum qualifications as posted should apply)**

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements
- Must have successfully completed student teaching/internship or Alternative Certification Program (ACP)
- Demonstrated competency in the core academic subject area(s)
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication and interpersonal skills
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by applicant.

**DUTIES AND RESPONSIBILITIES**

1. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program.
2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by TEA, board policies and administrative regulations.
4. Plan and supervise assignments of teacher aide(s) and volunteer (s).
5. Work cooperatively with administrators, team leaders, department coordinators, content specialists and other staff as needed to meet curriculum objectives.
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. Help students analyze and improve study methods and habits.
8. Conduct ongoing assessment of student achievement through formal and informal testing.
9. Manage student behavior in accordance with Student Code of Conduct and student handbook.
10. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Assist in selection of books, equipment and other instructional materials.
12. Establish and maintain open communication by conducting conferences with parents, students, principals and teachers.
13. Compile, maintain and file all physical and computerized reports, records and other documents required.
14. Attend and participate in faculty meetings and serve on staff committees as required.
15. Participate in staff development activities to improve job-related skills.
16. Perform other duties as assigned.

**WORKING CONDITIONS – TEACHERS**

Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Frequent standing, stooping, bending, kneeling, pushing and pulling. Move small stacks of textbooks, media equipment, desks and other classroom or adaptive equipment.

**ADDITIONAL WORKING CONDITIONS – SPECIAL EDUCATION TEACHERS**

May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist non-ambulatory students. Exposure to biological hazards.

**TERMS OF EMPLOYMENT**

**SALARY:** Teacher Salary Schedule

**MINIMUM WORK DAYS:** 187

---

**NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.**

---