

Job Descriptions

1) APA Elementary School Teacher Job Description

An elementary school teacher at APA...

Reports To: Principal

Length of Assignment: 10 months

Primary purpose:

To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education in accordance with each student's ability; to establish good relationships with parents and other staff members.

1) Responsibilities:

Duties of this job include, but are not limited to:

- A. Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
- B. Instructs students in citizenship and basic subject matter.
- C. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- D. Uses a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, etc.
- E. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- F. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- G. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- H. Communicates with parents through conferences and other means to discuss students' progress and interpret the school program.
- I. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- J. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- K. Maintains professional competence through in-service education activities provided by professional growth activities.
- L. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines.
- M. Selects and requisitions books and instructional aids; maintains required inventory records.
- N. Supervises students in out-of-classroom activities during the school day.
- O. Administers group standardized tests in accordance with state testing program.
- P. Participates in curriculum development programs as required.
- Q. Participates in faculty committees and the sponsorship of student activities.

2) Qualifications:

- a. Bachelor's degree of related subject from accredited university
- b. Texas teaching certificate.
- c. Experience is preferred but not necessary for hiring.

2) APA Middle School Teacher Job Description

A middle school teacher at APA...

Reports To: Principal

Length of Assignment: 10 months

Primary purpose:

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

1) Responsibilities:

Duties of this job include, but are not limited to:

- A. Develops and implements plans for the curriculum program assigned and show written evidence of preparation as required.
- B. Prepares lessons that reflect accommodation for individual student differences.
- C. Presents the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- D. Plans and uses appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned.
- E. Conducts assessment of student learning styles and use results for instructional activities.
- F. Works cooperatively with special education teachers to modify curricula as needed for special education students.
- G. Cooperates with other members of the staff in planning and implementing instructional goals, objectives, and methods according to state requirements.
- H. Plans and supervise purposeful assignments for teacher aide(s) and/or volunteer(s).
- I. Uses technologies in the teaching/learning process.
- J. Assists students in analyzing and improving methods and habits of study.
- K. Consistently assesses student achievement through formal and informal testing.
- L. Assumes responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
- M. Presents a positive role model for students that supports the mission of the school.
- N. Creates a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
- O. Manages student behavior in the classroom and administer discipline according to board policies, administrative regulations.
- P. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Q. Assists in the selection of books, equipment, and other instructional materials.
- R. Establishes and maintain open lines of communication with students and their parents.
- S. Maintains a professional relationship with all colleagues, students, parents, and community members.
- T. Uses acceptable communication skills to present information accurately and clearly.
- U. Participates in the staff development program.
- V. Demonstrates interest and initiative in professional improvement.
- W. Demonstrates behavior that is professional, ethical, and responsible.
- X. Keeps informed of and comply with state, city and school regulations and policies for classroom teachers.
- Y. Compiles, maintains, and file all reports, records and other documents required.
- Z. Attends and participates in faculty meetings and serve on staff committees as required.

2) Qualifications:

- a. Bachelor's degree of related subject from accredited university
- b. Texas teaching certificate.
- c. Experience is preferred but not necessary for hiring.

3) APA School Counselor Job Description

A school counselor at APA...

Reports To: Principal

Length of Assignment: 10 months

Primary Purpose:

A counselor provides emotional, mental, and professional support to students, and guide them through steps to promote their positive behavior.

1) Responsibilities:

A counselor performs, all but limited to the following duties:

- a. Develop, deliver, evaluate and revise the school counseling program.
- b. Assist students in the areas of academic, social, behavioral, and emotional development as well in career awareness.
- c. Provide individual and small group counseling in a variety of settings.
- d. Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students in the school setting.
- e. Provide in-service training and make presentations to staff
- f. Make appropriate referrals of students and parents to outside agencies.
- g. Participate in activities that contribute to the effective operation of the school.
- h. Monitor and advice students of their progress and provide on-going communication with parents
- i. In collaboration with teachers, parents, and staff, prepare students for transition to the next levels.
- j. Participate in continued Professional Development and Personal Growth.
- k. Adhere to ethical standards and best practices of state and national school counselor associations.

2) Qualifications:

1. Bachelor's degree in guidance and counseling, in psychology, in social work, in education, or related field.
2. Knowledge of child development—specifically of physical, emotional, and developmental patterns.
3. A team player with experience working in a collaborative environment.
4. Ability to listen to and communicate with parents and see parents as a resource
5. Possesses conflict resolution skills.
6. Possesses positive personal attitude and skills.
7. Uses good organizational skills to meet the needs classroom & individual.
8. Is capable of working with small and large classroom groups.
9. Experience in an elementary school environment.

4) A School Librarian Job Description

A school librarian at APA...

Reports To: Principal

Length of Assignment: 10 months

Primary Purpose:

The purpose of this position is to partner with teaching staff in the development of student literacy through the administration of the library; to provide specialized instruction to faculty and students; and to oversee the selection, organization, utilization, and maintenance of library resources.

1) Responsibilities:

Duties of this job include but not limited to:

- a. Collaborating with teachers to provide integrated instruction for students in information and technology literacy; assists students and staff in identifying appropriate resources for achievement of student learning goals.
- b. Providing training for staff in the use of print and electronic reference tools and information literacy processes.
- c. Reinforcing strategy-based reading instruction to help students make meaning from text; supports students' interaction with a variety of genre as reflected in state reading and writing curriculum.
- d. Promoting student and staff reading for information and pleasure; maintains a library culture that encourages appreciation of literature; supports school reading incentive programs.
- e. Developing and maintaining a diversified library collection of print, non-print, and electronic resources to support curricular needs, the development of student literacy, and the interests of students.
- f. Training and partnering with library support staff to implement the library program; oversees management of equipment, materials, and facilities; manages the annual budget needs; accesses state procedures and tools for circulation, cataloging, and processing.
- g. Serving as a curriculum leader on school teams and works on special projects as assigned.
- h. Participating in continuing education programs for professional growth including in-service courses and meetings as required.
- i. Serving as a member of the library team of the school; performs related duties consistent with the scope position as assigned.
- j. Coordinating the work of library support staff.
- k. Interacting daily with students, parents, teachers, administrators, and other staff.
- l. Moving, lifting, and storing of materials and equipment in required.
- m. Partnering with other staff to design and implement effective instruction; classroom management skills.
- n. Using automated library systems for collection, maintenance, purchasing, cataloging, and inventory.
- o. Establishing and maintaining effective working relationships with students, parents, other school employees.
- p. Maintaining accurate records and reports.
- q. Communicating effectively with others.

2) Qualifications:

1. A Bachelor's degree in Library Science is preferred.
2. Experience in school library work is desired but not necessary for hiring.
3. Knowledge of current literature and professional trends in youth literature is required.