

Bellville Independent School District

Addendum to Teacher Job Description

This addendum outlines the requirements and working conditions of a teacher in Bellville ISD who is providing distance learning or virtual instruction because of school closures in response to COVID-19. The responsibilities outlined below are in addition to the regular duties described in the classroom teacher job description.

Effective Date: April 1, 2020

Primary Purpose:

Provide students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical, and social growth.

Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lessons in instructional formats that accommodate differences in individual student needs.
2. Plan and use appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

Communication

3. Be available by phone, email, or video conferencing between the hours of 8:00am and 4:00pm to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.
4. Communicate with students or parents for a minimum of one time per week via phone, virtual meetings, chat forums within District authorized platforms for instructional delivery, or other mode deemed appropriate by the District.

Student Growth and Development

5. Provide ongoing feedback of student achievement through formal and informal methods.
6. Be a positive role model for students and support the goals of the campus and school district.

Classroom Management and Organization

7. Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Bellville Independent School District

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer, phone system, video/instructional equipment, and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work inside from home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____