



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Teacher	Job Code:	50049	Job Grade:	D
Reports To:	Campus Administrator	Pos. No:	Various	FLSA Code:	E
Department:	Juvenile	Loc. Code:	Various	SIC Code:	9131
				WC Code:	8810
Division:	Administrative Services/Education Services	CS Code:	C-JD	EEO Code:	A11

Summary of Functions: Provides classroom educational activities and experiences in a specialized area of learning for students enrolled in the Dallas County Juvenile Justice Charter School (DCJJCS) or the Dallas County Juvenile Alternative Education Program (DCJJAEP), to ensure compliance with established policies and procedures and all mandated federal, state and local laws and regulations.

Management Scope: Instructs approximately ten (10) to fifteen (15) students per class period for six (6) to seven (7) class periods per day over a 180-day school year.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Teaches instructional subjects according to guidelines established by the Texas Education Agency (TEA), charter policies and administrative regulations.	45	E
2. Develops and implements instructional and skill development lesson plans that conform to the charter school curriculum, and all knowledge, skills, and assessment requirements, and shows written evidence of preparation as required.	10	E
3. Implements appropriate instructional and learning strategies, activities and materials to ensure comprehension of learning styles and student needs.	10	E
4. Assists students in assessing and improving study methods and habits, uses results to design instructional activities, and produces formal and informal testing to evaluate student success.	05	E
5. Collaborates with special education teachers and staff to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP).	05	E
6. Maintains professional relationships with colleagues and collaborate with staff to determine charter requirements for the instructional goals, objectives, and methods.	05	E
7. Maintains current knowledge, understanding and skill in teaching strategies and the learning process and participates in staff development programs.	05	E

8. Gathers, manages, and files all reports, records and other documents as required.	05	E
9. Serves as back-up to staff and assumes all duties as necessary, i.e., administering medications, transporting youths to appointments, processing intake assessments or discharges, and disciplining youths. Must be physically able to perform “handling with care techniques, including takedowns, chasing and restraining youth” as outlined in the Texas Juvenile Justice Department (TJJD) requirement.	05	E
9. Assists in the selection of textbooks, equipment and materials.	05	E
10. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Bachelor’s degree from an accredited college or university in an appropriate major for the assigned classroom subject.

Special Requirements/Knowledge, Skills & Abilities:

Texas state teacher certification preferred. Skilled in the use of standard software applications. Requires excellent presentation skills with the ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires successful completion of an extensive background investigation. Mandatory drug test prior to and during employment.

- *“Position requires working with juveniles who may have committed dangerous/ aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*
- An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.
- Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).
- The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.
- Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.

Physical/Environmental Requirements:

Standard classroom environment within a secured facility. May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs., unassisted.

Hay Points/Point Factor:

KH: EI2 200 pts, PS: D2 (25%) 50 pts, AC: D1C 57 pts, TTL: 307, KH/PS/AC: 59-16-19, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/05; 10/19/2016

Approved by Civil Service Commission on

Date 1/26/04, 3/15/04,
10/18/04, 4/18/05,
6/20/05, 01/15/14

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.