Brazos County
Job Description
Last Updated: September 2015

Pos. 1
Template Revision 1.2 08/15/2012

Class Number:	1557	**Title:**	Teacher
Pay Group:	16	**Department:**	Sheriff-Jail
FLSA Status:	Non Exempt	**Reports To:**	DO Sergeant (Programs)
Approved Date:	10/01/2015	**EEOC Category:**	Technicians
Position End Date:	09/30/2016	**Temporary Employee Signature:**	Dawn D. Bessette

General Summary:
To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages inmates to develop and fulfill their academic potential.

Essential Duties:
Other duties may be assigned. Plan, prepare and deliver instructional activities that facilitate active learning experiences; Develop schemes of work and lesson plans; Establish and communicate clear objectives for all learning activities; Prepare classroom for class activities; Provide a variety of learning materials and resources for use in educational activities; Identify and select different instructional resources and methods to meet students' varying needs; Provide appropriate feedback on work; Encourage and monitor the progress of individual students; Maintain accurate and complete records of students' progress and development; Manage student behavior in the classroom by establishing and enforcing rules and procedures; Follow rules and procedures for managing students in the correctional setting.

Other Duties as assigned. (1%)

Supervision

Received:	From D.O. Sergeant
Given:	This is a non-supervisory position.

Education

Required:	Bachelor's degree or higher from an accredited institution
Preferred:	

Experience

Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations

Required:	Texas Teaching certificate

Preferred:	

Physical Demands	
Typical:	The physical demands described here 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 job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Standard office equipment and computers. Operate computers, including word processing and spreadsheet software; operate fire and safety equipment and firearms; read and write reports, letters, and memos; perform basic mathematical calculations; analyze data; follow instructions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, prisoners, and the general public
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines, and to work closely with others apart of a team. The employee is frequently required to respond to emergency situations in which there may be danger or physical abuse.