

Spring Branch Independent School District
Job Description
THRIVE Teaching Fellow

Job Title:	THRIVE Teaching Fellow – THRIVE Program
Reports To:	Building Principal
Classification:	Professional
Wage/Hour Status:	Exempt
Days:	188
Salary:	Flat Rate; See Compensation Plan for Administrative/Professional Pay Plan, Pay Grade 100
Contract:	None; One-Year Position for the 2024-2025 School Year
Date Revised:	4/22/2024
Primary Purpose:	<p>The Spring Branch THRIVE Program allows individuals to engage in the world of teaching in partnership with Spring Branch ISD while working toward teacher certification completion. The THRIVE Teaching Fellow position is a one-year position for individuals in the THRIVE Program who have completed their bachelor's degrees and are in the process of completing teacher certification requirements. THRIVE Teaching Fellows will assist in classroom instruction while pursuing teaching certification. Upon successful completion of the THRIVE Teaching Fellow year and teacher certification, THRIVE Teaching Fellows will be provided the opportunity to be a classroom teacher in SBISD. Classroom experiences will likely be on Title I Campuses. THRIVE Teaching Fellows will be responsible for implementing instruction in the assigned subject area(s) in a manner that fosters attainment of each student's maximum potential. Upon completion of the SBISD THRIVE Program, THRIVE Teaching Fellows must commit to continued employment in SBISD for a minimum of 3 years.</p>

Education/Certification:

Qualifications/Skills:	<ul style="list-style-type: none">• Must be accepted into the SBISD THRIVE Program.• Bachelor's degree or minimum of 90 college hours from an accredited institution required
-------------------------------	--

with a minimum 2.5 cumulative undergraduate GPA.

- Willing to complete teacher certification requirements as part of the THRIVE Program.
- 15-24 hours in the subject area for high school in the areas of preference which are English/Language Arts, Math or Science or requirement identified in specific job posting.
- 3-6 hours in the subject area for middle school in the areas of preference which are English/Language Arts, Math or Science or requirement identified in specific job posting.

Special Knowledge/Skills:

- English proficiency is required.
- Excellent organizational, communication and interpersonal skills.
- Proficient in the effective use of technology.
- Ability to work and communicate with children and adults.
- Ability to instruct students and manage their behavior.
- Attention to detail.
- Ability to work independently, as well as in a co-teaching model.
- Professional demeanor and strong judgment and decision-making.

Experience:

- Previous experience working with students is required.

Co-Teaching:

Major Duties and Responsibilities:

- THRIVE Teaching Fellows are paired with master teachers, gradually taking on more instructional responsibilities over the course of the year. Possible responsibilities on the campus during the THRIVE Teaching Fellow's year may include:
 - Work as instructional support.
 - Co-teach lessons.

- Assist with small-group interventions.
- Help manage the classroom, overseeing transitions and behavioral issues.
- Provide post-assessment intervention.

Limited Instruction:

- Teach one class or a component of a class as directed by the master teacher.
- Teach one group or team of students in English Language Arts, Math and Science.
- Lead small-group instruction in core content area.

Instructional Support:

- Provide supplemental small-group intervention. Adhere to Texas Education Agency and district policies and procedures. Adhere to the district's philosophy of instruction.
- Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation.
- Assist and prepare lesson plan development with master teacher that reflect accommodations for differences in student learning styles. Present subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations.
- Work collaboratively with master teacher to conduct assessment of student learning styles and use results to help plan instructional activities.
- Prepare and organize instructional materials and equipment as directed.
- Prepare evaluations on students as directed.
- Assist in proper classroom management and implement daily schedule.
- Assist teacher with disaggregating student data, record keeping, grading and clerical duties.

- Assist teachers with technology instruction and implementation.
- Work with the master teacher to determine instructional goals, objectives and methods according to district requirements.
- Use technology to strengthen the teaching/learning process. Discuss assigned duties with master teacher in order to coordinate instructional efforts.
- Assume the teacher's full role in the short-term absence of the teacher.
- Provide push-in and pull-out support for small groups.

Student Management, Growth and Development:

- Work with students individually or in small groups to reinforce skills and concepts under the direct/indirect supervision of the master teacher.
- Assist with testing of students for program purposes.
- Help students analyze and improve study methods and habits. Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students and support the mission of school district.
- Encourage and monitor the progress of individual students.
- Maintain accurate and complete records of students' progress and development.
- Tutor students individually or in small groups before and/or after school to reinforce skills and concepts.

Classroom Management and Organization:

- Work with master teacher to create a classroom environment conducive to learning and appropriate for the physical, social and emotional development of students

- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Assist in the selection of books, equipment and other instructional materials.

Communication:

- Assist in communicating with students and parents.
- Establish and maintain open communication with parents, students, principals and teachers.
- Maintain a professional relationship with colleagues, students, parents and community members.
- Use effective communication skills to present information accurately and clearly.

Professional Growth and Development:

- Participate in staff development activities to improve job-related skills.
- Compile, maintain and file all physical and computerized reports, records and other documents as required.
- Attend and participate in faculty meetings and serve on staff committees as required.

Other:

- Perform other duties as assigned.
- Perform related duties (lunchroom supervision, bus duty, etc.) as required.

**Supervisory
Responsibilities:**

None

Equipment Used:

Computer, ACTIV Board, copy machine and audio-visual machines.

Working Conditions:

Mental Demands:

- Maintain emotional control under stress.
- Work with frequent interruptions.
- This position requires regular in-person interaction with the public.

Physical Demands:

- Frequent standing, stooping, bending, pulling and pushing.
- Move small stacks of textbooks, media equipment, desk and other classroom equipment.

**Application
Procedure:**

Click Apply then Login. To complete your application, please visit our website at <https://www.springbranchisd.com/join-our-team/applicants>.

Spring Branch Independent School District is an Equal Opportunity Employer in compliance with Title IX and the Americans with Disabilities Act (ADA) of 1990 and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status or disability.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. By applying for this position, I acknowledge that I have read and understand the job description listed above.