

Position:	Teacher
Reports to:	Building Principals
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	To provide the students under his/her direct supervision a quality educational program which is appropriate for their grade levels and ability and appropriate for the subject area and course of study
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Counsel with colleagues, students, and parents
- Distribute homework assignments
- Ensure students are learning all subject material by testing or quizzing on a regular basis
- Provide complete lesson plans for substitute
- Maintain and improve professional competence
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences, and discuss student progress
- Observe ethics of the teaching profession
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Instruct assigned classes in the locations and at the times designated
- Assess the accomplishments of students on a regular basis and provide progress reports as required
- Refer students suspected of learning disabilities for diagnosis on a regular basis, seeking the assistance of district specialists as required
- Make provisions for being available to students and parents for educationally related purposes when needed
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student grades, home and discipline situations, medical background, and family history
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend professional growth seminars, meetings, in-services, and workshops, etc., to keep current on relevant issues
- Assist the administration in implementing all procedures and rules governing student life and conduct
- Demonstrate concepts by the use of instructional supplies and materials
- Utilize demonstrations, lectures, discussions, and student experiments to teach theories and skills
- Teach new concepts and facilitate different activities enabling students to learn in different ways

- Instruct students in the proper use, care, and safe handling of technology and instructional materials
- Provide for and ensure safe storage and proper use of materials, equipment, and tools
- Select and request books, instructional aids, equipment, supplies, and maintain inventory records as required
- Prepare and maintain classroom equipment
- Implement instructional strategies that incorporate content standards for subject matter area of expertise
- Follow the scope and sequence of the instructional program as defined in the courses of study, which have been approved by the Board of Education
- Manage student behavior in the classroom and administer discipline according to board policies, administrative guidelines, and student IEPs

Other Duties and Responsibilities:

- Attend educational field trips
- Make provisions for being available to students and parents for educational-related purposes outside the instruction day
- Assist in the selection of textbooks, equipment, and other instructional materials
- Perform lunch, recess and bus duty as requested/required
- Serve on committees and co curricular activities as agreed upon
- Supervise student teachers as agreed upon
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Building Principal
- Attend scheduled district and building meetings
- Provide an appropriate role model for students in areas of dress, language, and behavior

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Successful student teaching for at least one semester
- Appropriate State of Ohio teacher's certificate/license
- Meet the applicable requirement of a properly licensed teacher under the No Child Left Behind Act
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives through listening, speaking, reading, and writing
- Effective, active listening skills
- Organizational and problem solving skills
- Skills that foster and facilitate learning and classroom management
- Training in varied instructional design
- Knowledge of child development and an understanding of age appropriate tasks
- Background/knowledge base in methodology and supervised practice
- Ability to work in a team environment

Equipment Operated:

- Various office machines
- Computer, e.g., e-mail, internet
- Copier
- Calculator
- Subject-specific equipment

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue

- Interaction among children
- Occasional operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 10 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Teaching Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by:	Norton City Board of Education
Adoption date:	March 13, 2023