

## *BEDFORD CITY SCHOOL DISTRICT*

### **POSITION DESCRIPTION**

**POSITION TITLE:**

**TEACHER**

**POSITION TYPE:**

**Certified - Teacher Contract**

**QUALIFICATIONS:**

A valid Ohio certificate to practice as a classroom teacher in the subject or grade of assignment.

Baccalaureate degree from an accredited college or university.

Deemed to be of good moral character.

Demonstrated successful classroom teaching experience.

Appropriate recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment and classroom performance of the teacher.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**RESPONSIBLE TO:**

**Building Principal**

**SUPERVISES:**

**Assigned teacher aides, field experience students and student teachers**

**CONTRACT**

**WORK DAYS:**

**184 days - 1992-93**

**186 days - 1993-94**

**GENERAL**

**RESPONSIBILITIES:**

**Demonstrate a positive ability to work harmoniously with others and exhibit an ability to discover and develop the potential of all students assigned to his/her care.**

**SPECIFIC DUTIES AND  
RESPONSIBILITIES:**

**Personal Qualities** - The personal qualities which the teacher brings into the school directly affect the total school environment as well as the classroom atmosphere. The evaluative process seeks to measure or improve personal qualities to the extent that they influence the total learning situation.

Exhibits genuine concern for children

- is sensitive to needs of students, parents, and colleagues.
- uses warm and supportive approach to children.
- is enthusiastic, imaginative and creative.

Uses good judgment and tact

- in dress and grooming.
- in relations with colleagues and parents.
- has a sense of humor.
- is mature, poised, and confident.

Demonstrates initiative and responsibility

- is punctual.
- is reliable and dependable.

Maintains good physical and emotional health.

**Instructional Skills** - A teacher's instructional ability is demonstrated through the use of technical skills. Continued efforts to build upon and increase teaching proficiency through the cultivation of technical skills and use of instructional tools are requisites to the improvement of performance.

Possesses adequate communications skills

- written and oral.

Analyzes current level of development (educational, physical, social and emotional) of students.

Understands proper sequence of skills and knowledge within the subject area.

Individualizes instruction as indicated by above statements.

Plans appropriately - short and long range.

Demonstrates flexibility

- in capitalizing on student interest.
- in motivating or eliciting student response.
- in utilizing a variety of techniques and materials.

Evaluates students progress fairly - communicates strengths as well as weaknesses to students and parents.

Promotes self-discipline and self-control in students

- maintains proper classroom atmosphere,
- shows concern for total school environment.

Works to develop positive self-image in students

- in developing self-direction in learning and
- independence in problem solving
- in forming positive relationships with fellow students.

Attends to physical, mechanical or routine items

- cares for safety and comfort of students.
- shows concern for equipment and supplies.
- provides requested reports on time.

**Professional Attitudes** - Since teachers are more involved in school affairs than ever before, a high degree of professionalism is required. These professional attitudes not only affect relationships with the individual child and class, but also extend and reflect upon the entire school system and community. It is the adoption of the proper professional attitudes which permits the teacher with high personal and technical potential to become a master teacher

Exhibits a desire for self-improvement through

- attending workshops, conferences, etc..
- taking advanced training.
- professional reading.
- accepting constructive criticism.
- sharing materials and ideas.

Contributes to the improvement of the school system and the educational opportunity for students by

- serving on various study groups, committee, etc.
- providing extra help for students beyond the classroom.
- sponsoring or chaperoning events and programs.

Assists in maintenance of good school-community relations through

- attending school and community events and programs.
- gaining knowledge of the unique community served by the school.
- promoting in patrons and parents an awareness of the needs and accomplishments of the school.

Uses discretion in handling confidential information gained from

- medical and psychological reports
- cumulative record files
- casual contacts with students, parents, and others.

Demonstrates commitment to the profession by

- behaving ethically and professionally.
- promoting respect for the profession.

**EVALUATION:**

Performance in this position will be evaluated in accordance with the provisions of the Board policy, Evaluation of Teachers.

Adoption date: July 13, 1992