

TEACHER

General Description of Essential Functions

1. The teacher shall be responsible for teaching the students assigned to him/her according to the courses of study approved by the board of education; and shall plan, direct and evaluate learning experiences of the pupils in his/her class.

Specific Job Duties

The teacher shall perform the following duties:

1. In the area of teaching, the teacher shall
 - a. provide instruction, supervision and motivation so as to teach each student effectively
 - b. oversee the educational development of each student to achieve his/her optimum educational growth
 - c. maintain a properly supervised classroom
 - d. encourage the development of self-discipline and responsibility in students
 - e. assume responsibility for the correction of behavior of the student when the student's behavior so requires
 - f. assist in providing for the safety of students
 - g. encourage the development of a positive self-image for each student
 - h. encourage the use of proper manners
2. In the area of programs, the teacher shall
 - a. prepare and maintain daily lesson plans and filing them with the building principal as requested
 - b. evaluate student performance as objectively as possible
 - c. strive to create an educational and attractive atmosphere in the classroom
 - d. perform assigned extra-curricular duties in a professional manner
 - e. strive to coordinate plans and activities with other faculty members in departments or at grade levels
3. In the area of professionalism, the teacher shall
 - a. know and abide by the established policies, rules and regulations of the board of education

- b. attend all called meetings unless properly excused
 - c. maintain an acceptable appearance
 - d. cooperate with all others assigned to work with his/her students, such as speech therapists, counselors, librarians and principals
 - e. assist in the protection of school property from damage and improper use
 - f. evaluate his/her own performance and strive to grow professionally
 - g. serve professionally on committees
4. In the area of community relations, the teacher shall strive to
- a. support and participate in school activities
 - b. foster desirable relations between the school, home and community
 - c. make use of community resources in support of the educational program
5. In the area of records and reports, the teacher shall
- a. keep necessary records and reports accurately and up-to-date
 - b. assist the principal in identifying needs for budget preparation requests
 - c. requisition supplies, equipment and services through the principal
6. In the performance of his/her duties, the teacher, as a professional, shall cooperate with the principal in performing other duties as requested for the benefit of the students and the school.

Qualifications

The teacher shall possess the following qualifications:

1. Have a degree and valid Ohio certification in his/her teaching field;
2. Have the ability to work cooperatively with students, fellow staff, parents and administrators;
3. Have a genuine interest in working with young people.

Salary

Refer to the certified salary schedule in the current BEA Agreement.

Annual Evaluation of Position by: Building Principal

Adopted 12/18/85

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