

NORTHRIDGE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TEACHER	File 308
Reports to:	Principal	
Job Objectives:	Plans, implements, and evaluates student learning experiences. Helps students identify goals and make appropriate choices. Encourages parental involvement.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio teacher's license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documented evidence of a clear criminal record.	
Responsibilities and Essential Functions	<p>The following duties are representative of performance expectations. reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Prepares the assigned classroom. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.· Teaches scheduled classes. Creates effective learning experiences. Ensures that written lesson plans align with the district's adopted course of study.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Develops and implements effective classroom management procedures. Maintains high standards and upholds the student conduct code.· Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.· Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.· Communicates high expectations and shows an active interest in student progress.· Helps students develop critical-thinking, problem-solving, and creativity skills.· Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.· Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.· Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).· Helps students prepare for proficiency and other standardized tests.· Maintains accurate records and submits reports on time.· Respects personal privacy. Maintains the confidentiality of privileged information.· Evaluates students and assigns grades. Prepares periodic progress reports. Consults with parents as needed (e.g., telephone calls, conferences, etc.).· Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).· Reports evidence of suspected child abuse as required by law.· Makes a referral to the student assistance team when a need is indicated. Works with team members to reach a consensus on a plan for the identified student.· Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.· Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.· Takes precautions to ensure student safety. Does not leave students unsupervised.· Supervises non-classroom activities when assigned.	

- Participates in open houses, parent conferences, etc.
- Participates in staff meetings and professional growth opportunities.
- Maintains a positive and courteous attitude when dealing with others.
- Accepts responsibility for personal decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Uses self-control, perseverance, and physical skill to manage students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans meaningful work assignments, provides instructions, and communicates expectations to assigned staff and volunteers. Monitors and helps assigned staff successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require working under time constraints to meet deadlines.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Northridge Local School District Board of Education.

The Northridge Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: 11/20/00