

**BEAVERCREEK CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>TEACHER</b>	<b>File 309</b>
<b>Reports to:</b>	Principal	
<b>Job Objectives:</b>	Plans, implements, and evaluates student learning experiences. Helps students identify goals and make appropriate choices. Encourages parental involvement.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Valid Ohio teacher's license or certificate appropriate for the assignment.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· Documented evidence of a clear criminal record.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Prepares the assigned classroom for instruction. Requisitions essential supplies and equipment. Promotes the proper use of school property.</li><li>· Teaches scheduled classes. Creates effective learning experiences. Ensures that written lesson plans align with the district's adopted course of study.</li><li>· Upholds board policies and follows administrative procedures.</li><li>· Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.</li><li>· Implements effective classroom management procedures. Maintains high standards for student conduct. Upholds the student conduct code.</li><li>· Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.</li><li>· Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.</li><li>· Communicates high expectations and shows an active interest in student progress.</li><li>· Helps students develop critical-thinking, problem-solving, and creativity skills.</li><li>· Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.</li><li>· Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.</li><li>· Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).</li><li>· Administers standardized and alternative tests as directed. Follows test security procedures. Helps students with content-area preparation activities.</li><li>· Maintains accurate records and submits reports on time.</li><li>· Plans work assignments, provides instructions, promotes teamwork, and monitors assigned staff and volunteers under the direction of the principal.</li><li>· Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>· Evaluates and documents student progress. Assigns grades. Provides periodic reports to parents (e.g., student goal progress, interim reports, report cards, etc.). Consults with parents as needed (e.g., telephone calls, conferences, etc.).</li><li>· Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).</li><li>· Reports evidence of suspected child abuse as required by law.</li><li>· 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.</li></ul>	

- 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 (e.g., study halls, recess, bus duty etc.) when assigned.
- Participates in parent conferences, open houses, and other required school events.
- Supports parent organizations and student activities as time permits.
- Shares in the responsibility for authorized committee work and school activities.
- Actively participates in staff meetings and district development programs.
- Participates in professional growth opportunities to remain current with innovative instructional strategies.
- Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following aptitudes 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.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**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 detailed paperwork.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working extended hours.
- Duties may require wearing protective clothing and using safety equipment.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City 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.