TROTWOOD-MADISON CITY SCHOOL DISTRICT
JOB DESCRIPTION
Teacher

Salary Schedule: Schedule J  
Work Calendar: 186 Days  
Daily Work Hours: 7 hours

Status: Full-Time, Bargaining, Certified, STRS  
FLSA Status: Exempt  
Supervisor: Principal

Job Objective:
Plan educational programs that will be responsive to each and every student and prepare them for future success. Provide academic and non-academic supports to ensure opportunity and access to each and every student.

Minimum Qualifications:
Valid Ohio Teacher’s License appropriate for the assignment.
Documentation of a clear criminal record.

Responsibilities and Essential Functions of the Position:
1. Prepares the assigned classroom. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.
3. Ensures that lesson plans align with the district’s adopted courses of study and state standards/guidelines.
4. Submits written lesson plans according to building and/or district procedures.
5. Upholds board policies, follows administrative procedures, and complies with the Employee Code of Conduct. Upholds computer technology acceptable use policies.
6. Promotes a favorable image of the school district.
7. Implements effective pupil behavioral management procedures, including positive behavior intervention supports (PBIS). Maintains high standards and upholds the student conduct code. Utilizes Public School Works to track discipline and rewards.
8. Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
9. Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles. Differentiates instruction to maximize student achievement.
10. Communicates high expectations and shows an active interest in student progress.
12. Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
13. Incorporates the effective use of available technology in records management and instructional activities.
14. Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
15. Helps students with content-area preparation for standardized and alternative tests.
16. Maintains accurate records, including but not limited to student attendance, behavior and grades, and submits reports on time.
17. Respects personal privacy. Maintains the confidentiality of privileged information.
18. Evaluates students and assigns grades. Records student grades as required by building/district guidelines, and prepares and submits progress reports and/or grade cards according to building/district protocols.
19. Collaborates with parents on an ongoing basis.
20. Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
21. Uses data to make informed decisions regarding instruction.
22. Reports evidence of suspected child abuse as required by law.
23. Watches for student behavior that may indicate a problem (e.g., bullying, teasing, distress, etc.). Intervenes and/or reports concerns to an appropriate administrator.
24. Makes a referral to the intervention assistance team (for academics and/or behavior) when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for students requiring assistance. Monitors behavioral changes and prescribed interventions.
25. Works collaboratively with building/district leadership teams, departmental teams and grade level teams.
26. Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
27. Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
28. Schedules home visits when necessary to support program goals.
29. Takes precautions to ensure student safety. Does not leave students unsupervised.
30. Supervises non-classroom activities when assigned.
31. Participates in parent conferences, open houses, and other required school events.
32. Attends and/or supports extra-curricular activities.
33. Participates in meetings and professional growth opportunities as directed, as well as actively pursues professional growth and development.
34. Accepts personal responsibility for decisions and conduct.
35. Wears appropriate work attire and maintains a professional appearance.
36. Strives to develop rapport and serve as a positive role model for others.
37. Performs other specific job-related duties as directed.

**Ability Requirements:**
Demonstrates professionalism and maintains a positive work attitude.
Acts in accordance with the professional code of ethics.
Delivers a positive work environment and engenders staff enthusiasm.
Skillfully manages individual, group, and organizational interactions.
Communicates effectively using verbal, nonverbal, and writing skills.
Organizes tasks and manages time effectively.
Enters data and completes detailed paperwork accurately.
Averts problem situations and intervenes to resolve conflicts.
Maintains an acceptable attendance record and is punctual.
Travels to meetings and work assignments.

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Supervisory Responsibility:
Under the direction of the Principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions:
Potential for exposure to bloodborne 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 lifting, carrying, or moving work-related supplies/equipment.
Duties may require standing, reaching, bending, crouching, and/or kneeling.
Duties may require prolonged use of a computer keyboard and monitor.
Duties may require detailed paperwork.
Duties may require working under time constraints to meet deadlines.
Duties may require working during the evening and/or weekend.

Performance Evaluation:
Job Performance is evaluated in accordance with the policies adopted by the Trotwood-Madison City Schools Board of Education.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The responsibilities, essential functions, and requirements listed above are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions of the position.

Trotwood-Madison City Schools is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and district needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity/expression, veteran status, or any other status protected under federal, state, or local law.”

By signing this job description, I am signing that I understand the requirements/expectations for my position.

________________________________________  __________________
Teacher                                           Date

________________________________________  __________________
Teacher                                           Date

Teacher                                           Revised October 2018