

**GROVEPORT MADISON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Art Teacher, MS Central, SY 2025-2026

Reports to: Building Principal

Employment Status: Regular/Full-time

Date: July 10th, 2025

Description: Provide students with the environment, materials and instructional expertise necessary to enable them to appreciate art in all its diversity and to develop their creative powers, problem-solving abilities and craftsmanship in the production of works of art.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Implement a program of instruction that meets the individual needs, interest, and abilities of the students
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the student
- Convey academic expectation and goals to the students at the outset of instruction in a documented and understandable fashion
- Review testing/assessment data to provide intervention and make adjustments to daily instruction
- Employ a variety of scientifically based instructional methods, techniques and tools to provide students with 21st century learning opportunity
- Supervise students who are testing out of courses
- Encourage students to set and maintain standards of classroom behavior
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students
- Review state required test data and other assessment data; provide intervention and adjust instruction based on this data
- Employ a variety of instruction techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Strive to implement by instruction and action the district's philosophy of education, goals, and objectives, and the plans and priorities set forth by the district
- Assess the accomplishments of students on a regular basis and provide progress reports as required or requested
- Identify the learning problems of students on a regular basis, based on classroom observation or other classroom assessment, and seek the assistance of district specialists in this diagnosis as appropriate
- Implement all policies and rules governing student life and conduct, and, for students under his/her supervision, develop reasonable rules of behavior and procedure, and maintain order in the classroom in a fair, just manner in keeping with the district code of conduct
- Perform such non-teaching duties and record-keeping responsibilities as assigned by the principal
- Attend and participate in staff meetings, and in special education committee meetings and intervention assistance team meetings as requested by the principal
- Plan and supervise purposeful assignments for supplemental teachers, teacher aides, and volunteers, and provide feedback on the performance of such personnel when requested
- Develop and follow an individual professional development plan as approved by the Local Professional Development Committee
- Make regular parent contacts through scheduled appointments on conference periods/conference days, written communications, Progress Book, phone calls, interim reports, and grade reports
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required

- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Counsel with colleagues, students and parents
- Distribute homework assignments
- Ensure students are learning all subject material by testing or quizzing on a regular basis
- Provide complete lesson plans for substitute
- Maintain and improve professional competence
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Instruct assigned classes in the locations and at the times designated
- Assess the accomplishments of students on a regular basis and provide progress reports as required
- Refer students suspected of learning disabilities for diagnosis on a regular basis, seeking the assistance of district specialists as required
- Notify parents if student is not meeting classroom goals
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student grades
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation

Other Duties and Responsibilities:

- Attend educational field trips
- Make provisions for being available to students and parents for educational-related purposes outside the instruction day
- Perform lunch, recess and bus duty as requested/required
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Assist in the selection of textbooks, equipment, and other instructional materials
- Serve on committees and cocurricular activities as agreed upon
- Supervise student teachers as agreed upon
- Discipline students when necessary
- Flexible to change with new State requirements (e.g. – Flex Credit Educational Options, etc.)
- Perform other duties as assigned by the Building Principal

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- One to two years previous experience
- BCII/FBI clearance
- State of Ohio teacher's certificate
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills

- Organizational and problem solving skills
- Skills that foster and facilitate learning and classroom management
- Training in varied instructional design
- Skills and knowledge in equipment preparation/operation
- Use of basic hand tools, e.g., hammer, screwdriver, pliers
- Variable technology use, ie., laser disk, grading software, etc.
- Knowledge of child development and an understanding of age appropriate tasks
- Background/knowledge base in methodology and supervised practice
- Ability to work in a team environment
- Ability to stay up-to-date with new technology

Equipment Operated:

- Interactive white board
- Document camera
- Digital camera
- Camcorder
- Wireless slate
- Various office machines
- Overhead projector
- Computer/printer
- Television/VCR
- Kiln
- Hand tools
- Potters wheel
- Wood burning

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 10 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

Terms of Employment:

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.