

**GROVEPORT MADISON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Middle School English/Language Arts Teacher
8th Grade, MSN

Reports to: Middle School Principal

Employment Status: Regular/Full-time

Date: **May 27, 2026**

Description: To teach according to the provided courses of study

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
- 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
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required per negotiated agreement
- Refer students suspected of learning difficulties to the intervention assistance team

- Observe ethics of the teaching profession
- Follow/support/carry out the district and building mission statement
- Refer attendance, health, and psychological/emotional problems to Principal and/or Guidance Counselor

Other Duties and Responsibilities:

- Attend educational field trips
- Serve as a role model for students
- Respond to routine questions and request 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
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Support school, enforce school rules and policies and work collaboratively with team members
- Flexible to change with new state requirements (e.g. – Flex Credit Educational Options, etc.)
- Perform other duties as assigned by the Building Principal or designee

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Appropriate State of Ohio certifications/license
- BCII/FBI clearance
- Prior teaching experience is preferable
- 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
- 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, i.e., laser disk, grading software, etc.
- Skills that foster and facilitate learning and classroom management
- Educational pedagogy
- Student/teacher relationship
- Professionalism
- Ability to stay up-to-date with new technology

Equipment Operated:

- Interactive white board
- Document camera
- Camcorder
- Wireless slate
- Digital camera
- Computer
- Printer

- TV
- VCR or DVD player

Additional Working Conditions:

- Occasional evening work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds
- Occasional travel, e.g., attending workshop outside of district

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.