West Clermont Local School District
Job Description

Job Title: Teacher
Reports To: Principal
FLSA Status: Certified
Approved By: Board of Education
Approval Date: **December 9, 2013**

GENERAL DESCRIPTION
Teaches, directs and leads assigned students in compliance with the policies of the Board of Education and works with students on continued development of the skills, attitudes and knowledge needed for their academic success and the fulfillment of their potential for intellectual, emotional and psychological growth and maturation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develops lesson plans and instructional materials, provides classroom, individualized and small group instruction and adapts the curriculum to the needs of each student
- Teaches the state-adopted curriculum in assigned subject areas and implements through instruction and action the district's philosophy of education, instructional goals and objectives by challenging and inspiring students to help them deepen their knowledge and understanding of what is being taught
- Connects students' knowledge to earlier learning and develops ways to build on future learning
- Communicates clear learning objectives for all activities and facilitates active learning experiences
- Teaches in the designated locations and times assigned by the principal or district
- Administers required individual and group assessments in accordance with district and state testing requirements; and, uses the results of assessments to inform and to guide instruction
- Develops reasonable expectations and rules for classroom behavior (discipline plan) and maintains a classroom environment that is fair, just and conducive to teaching and learning
- Employs a variety of instructional strategies to cognitively engage learners
- Incorporates modern technology into instruction to enhance student learning when appropriate
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Monitors cafeteria, hallways, restrooms, play areas, parking lot and other areas, and assists at arrival and dismissal of school as assigned
- Assists in upholding and enforcing school rules, administrative regulations and Board Policy.
- Communicates regularly and periodically with parents by reporting student progress and interpreting the school program
- Establishes good relationships with students, parents and staff members in order to build partnerships to support student growth
- Accurately completes record keeping responsibilities including but not limited to progress, grades and attendance, and reports same to the appropriate office as required
- Disseminates information from the school to students and to families as requested
- Attends and participates in district, department, grade level, and faculty/staff meetings/committees, and in planned professional development activities as requested
- Collaborates with other staff members to identify and resolve students' health, attitude and learning concerns

- Works cooperatively and collaboratively with support staff including but not limited to intervention specialists, counselors, technology, custodians and maintenance personnel, and teacher aides
- Provides and or oversees classroom modifications for students as needed
- Assists in the selection of learning materials, equipment, supplies and technology
- Prepares substitute teacher's folder to help ensure a smooth delivery of the daily lesson plan in the absence of the regular teacher
- Works to stay current with teaching methods and practices
- Establishes and maintains cooperative relationships with others
- Maintains up to date knowledge of technology utilized by the district
- Performs other duties, tasks and responsibilities as assigned by the principal

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid certificate/license and endorsements as required and issued by the Ohio Department of Education as applicable to position duties and responsibilities and/or as required by the Board of Education

LANGUAGE SKILLS
Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret assessment and survey results. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information to administration, staff and parents

OTHER SKILLS AND ABILITIES
Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school/course/subject objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written and oral communication. Ability to use technology for classroom instruction and record-keeping. Ability to utilize social media platforms as appropriate for communication to parents and the community. Ability to perform duties with awareness of district requirements and Board of Education policies

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to manipulate, handle or feel, reach with hands and arms, and talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.