



FAIRPORT HARBOR

EXEMPTED VILLAGE SCHOOL DISTRICT

Anchored in Community & Illuminating Futures

JOB DESCRIPTION

Position: Teacher

Reports to: Building Principal

Employment Status: Regular/Full-time

Description: Will be responsible for creating an engaging and inclusive learning environment that supports the academic, social, and emotional development of all students. Teachers are expected to plan and deliver effective instruction aligned with district curriculum and state standards, assess student progress, and collaborate with colleagues and families to ensure student success.

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

Essential Functions:

- Ensure the safety of students
- Teach and evaluate the students using sound research-based teaching methodologies
- Effectively manage the classroom and individual student behavior to maintain a positive learning environment
- Prepare clear and timely lesson plans and assessments
- Maintain accurate, complete, and correct electronic student records as directed by the administration
- Provide guidance and counsel to the students, which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Distribute, review, and supply feedback on homework assignments
- Ensure students are learning all subject material by regular assessments “for learning” as well as “of learning”
- Provide complete lesson plans and instructions for substitutes
- Make provisions for being available to students and parents for educational-related purposes outside the instructional day
- Assist the administration in implementing all procedures and rules governing student life and conduct, develop reasonable rules of classroom behavior and procedure for the classroom, and maintain order in the classroom in a fair and just manner
- Take necessary and reasonable precautions to protect 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
- Act as a teacher, facilitator, and information source in the subject area specialty
- Identify student needs and cooperate with other professional staff in assessing and helping students solve health, behavioral, and learning problems
- Interact in a positive manner with staff, students, and parents
- Maintain respect at all times for confidential information, e.g., student grades
- Promote positive public relations by personal appearance, attitude, and conversation
- Attend all meetings and in-services as required
- Establish and maintain cooperative relationships with parents through the effective use of electronic grade reporting, 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
- Counsel with colleagues, students, and parents
- Attend educational field trips
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Participate in the meetings of special education students as requested by the special education director
- Follow the scope and sequence of the instructional program as defined in the courses of study which have been approved by the Board of Education
- Notify parents and administration if the student is not meeting classroom goals
- Maintain and improve professional competence

Other Duties and Responsibilities:

- Interact with the public in an official capacity when required
- Interact with the Superintendent and/or Board of Education and present information as requested
- Serve as a role model for students in how to conduct themselves as citizens and as lifelong learners
- Respond to routine questions and requests in a timely, appropriate manner
- Establish and maintain cooperative professional relationships
- Assist in the determination of appropriate curriculum, materials, supplies, and texts in cooperation with the Curriculum Director, Principal and/or Guidance Counselor
- Serve on committees and cocurricular activities as agreed upon
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- Instill in students the belief in and practice of ethical principles and democratic values
- Counsel, advise, encourage, and motivate students
- Serve on curriculum committees when requested
- Delegate work when appropriate and supervise
- Discipline students in the manner approved by the building principal
- Refer attendance, health, and psychological emotional problems to the Principal and/or Guidance Counselor
- Perform other duties as assigned by the Building Principal or designee

Qualifications:

- Bachelor's degree in education from an accredited college or university
- Appropriate State of Ohio teaching certifications/license
- Meet the applicable requirements of a "highly qualified" teacher under the No Child Left Behind Act within the appropriate timelines
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of the 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
- General computer skills

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue

- Occasional interaction with unruly students
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasional travel
- Occasional evening/weekend work

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.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: