

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Support Teacher
Category:	Certified; Bargaining Unit eligible; FLSA exempt.
Contract:	Initial one-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy.
Compensation:	Salary, insurance coverage and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience and responsibility.
Education/Degree:	Bachelor's degree in Education.
Reports to:	Supervisor as assigned.
Supervises:	N/A
Job Summary:	The incumbent of this position is responsible for supporting an appropriate educational program designed to provide an appropriate and challenging educational experience that maximizes each student's learning and development potential.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• Appropriate Ohio Educational Certificate/License or eligibility.• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.• Exceptional organizational and communications skills.• Abilities to promote positive internal and external customer relations.• Alternatives to the above as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES:

1. Follows teachers developmentally sequential program and implements daily lesson plans to provide skills leading to independence as an adult and one or more occupational skills.
2. Implements instructional objectives delineated in the IEP.
3. Is flexible and able to make schedule changes as necessary.
4. Adheres to the assigned schedule unless directed otherwise by a supervisor.
5. Provides classroom coverage if a substitute teacher is not available.
6. Communicates regularly with teachers to identify duties to be fulfilled.
7. Communicate scheduled changes with the immediate supervisor.
8. Implements an established behavior management system with documentation to promote self-control into the daily program of each student, as appropriate.
9. Develops positive working relationships with students, parents, school personnel, and community members.
10. Assists program supervisor in identifying student and program needs.
11. Maintains confidentiality of information and student records.
12. Attends in-services, professional meetings, workshops, and staff meetings deemed necessary by the administration.
13. Participates in approved and recommended professional growth activities, including curriculum and content standards training.
14. Maintains appropriate documentation when requested.
15. Any other duties assigned by the Superintendent.

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REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____ / ____ / ____