

# ***MAPLE HEIGHTS BOARD OF EDUCATION***

## **JOB DESCRIPTION**

|                                  |                                                                                                                                                                                                                                        |
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| <b><u>Title:</u></b>             | High School Teacher                                                                                                                                                                                                                    |
| <b><u>Department:</u></b>        | All Departments                                                                                                                                                                                                                        |
| <b><u>Building/Facility:</u></b> | High School                                                                                                                                                                                                                            |
| <b><u>Reports To:</u></b>        | Principal                                                                                                                                                                                                                              |
| <b><u>Overview:</u></b>          | Help students learn subject matter and skills that will broaden their learning experiences and contribute to their development as mature, capable and responsible adults; guide the process toward the achievement of curricular goals |

**Note:** The below lists are not ranked in order of importance

### **Basic Functions:**

- Enforce and comply with all Maple Heights Board of Education policies, administrative regulations and building procedures
- Display promptness and regular attendance, and follow regulations for reporting one's own absence and return
- Demonstrate knowledge of subject matter
- Maintain and have available appropriate lesson plans which conform to state and district standards
- Present clear, complete and accurate instruction, utilizing a variety of instructional techniques and media suitable to the levels of the learners
- Effectively manage the classroom and individual student behavior to maintain a positive learning environment
- Attend meetings and in-services as required
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Be responsible and ensure the supervision, deportment, discipline health and safety of students
- Maintain respect at all times for confidential information
- Perform all assigned duties in a complete, accurate, and timely manner
- Make provisions for being available to students and parents for educationally-related purposes outside the instructional day
- Maintain and improve professional competence
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Instruct assigned classes in the locations and at the times designated
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Prepare appropriate instructional aids and display materials to enhance learning
- Follow the scope and sequence of the instructional program as defined in the course of study which have been approved by the board of education
- Evaluate student performance on a regular basis, using a variety of measurable assessment practices
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Maintain accurate, complete records as required
- Be cooperative and respectful to fellow employees
- Attend scheduled and emergency staff meetings
- Actively participate in in-service/staff development, both individual and group
- Provide normal and reasonable assistance to pupils who require make-up work
- Provide assistance to students who are having difficulty in class and make parents aware of measures being taken to correct deficiencies.
- Be responsible for supervision of school apparatus, property and equipment under their direction
- Perform non-academic duties as assigned

**Other Duties and Responsibilities:**

- Assist in the evaluation, selection of textbooks, instructional aids, equipment, and instructional supplies, and maintain required inventory records
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- Supervise student teachers when assigned
- Perform other duties as assigned

**Qualifications:**

- Appropriate State of Ohio teaching certificate/license
- Such alternative to the above as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities (including, but not limited to):**

- 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
- Training in computer technology
- 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

**Equipment Operation (including, but not limited to):**

- Overhead projector
- Copy machines
- Computer
- Printer
- VCR /DVD
- Television
- Telephone
- Calculator
- Fax machine

**Additional Working Conditions (including, but not limited to):**

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