

MAPLE HEIGHTS BOARD OF EDUCATION

JOB DESCRIPTION

Title: Elementary Teacher

Department: Education

Building/Facility: Maple Heights City Schools

Reports To: Principal

Overview: Help students learn subject matters and skills that will broaden their 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:

- 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
- Ensure safety of students
- Maintain respect at all times for confidential information
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment · Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Ensure students are learning all subject material by testing or completion of projects
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- 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
- 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 the learners
- Make provisions for being available to students and parents for education-related purposes outside the instructional day
- Maintain and improve professional competence
- Observe ethics of teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues · Implement the mission statement of the Maple Heights City School District
- Distribute homework assignments as needed
- Notify parents if student is not meeting classroom goals
- Perform lunch, recess, and bus duty as requested/required
- Refer students who are not being successful academically/behaviorally in the classroom through the school's intervention team
- Evaluate student performance on a regular basis, using a variety of measurable assessment practices

Other Duties and Responsibilities:

- Instill in students the belief in and practice of ethical principles and democratic values · Establish and maintain cooperative professional relationships
- Interact with superintendent and/or board of education and present information as requested · Refer attendance, health, and psychological emotional problems to principal and/or guidance counselor · Assist in the selection of textbooks, equipment, and other instructional materials
- Discipline students when necessary
- Counsel, advise, encourage and motivate students
- Respond to routine questions and requests in an appropriate manner
- Serve on curriculum committees when requested
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- Supervise student teachers
- Perform other duties as assigned

Qualifications:

- Appropriate State of Ohio teaching certification
- Bachelor's degree in education from an accredited college or university
- High school diploma or equivalent
- 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
- Knowledge of child development and an understanding of age appropriate tasks
- Ability to work in a team environment
- Conflict management skills
- Time management skills
- Basic computer skills

Equipment Operation (including, but not limited to):

- Various office equipment

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
- Frequent 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