

MAUMEE BOARD OF EDUCATION JOB DESCRIPTION

Title: **5.01 Classroom Teacher**

Reports To: Principal, Superintendent

FLSA Status: Exempt

Qualifications:

1. Bachelor's degree in Education minimum
2. Valid State of Ohio teaching licensure in job posting area/specialty/field.
3. Demonstrated knowledge of appropriate K-12 curriculum standards and effective instructional strategies.
4. Strong interpersonal and communication skills.

Position Overview: The Classroom Teacher is responsible for planning, implementing, and assessing instructional activities in accordance with state and district standards. The teacher fosters a positive and inclusive learning environment, tailors instruction to appropriately meet student needs, and collaborates with colleagues, parents, and administrators.

Key Responsibilities:

Curriculum Planning and Implementation:

- Develop and implement lesson plans that align with district and state curriculum standards and cater to diverse learning styles.
- Integrate technology and other instructional resources effectively into lessons.

Classroom Management:

- Establish and maintain a positive and inclusive classroom environment conducive to learning.
- Implement effective behavior management strategies and enforce school policies.
- Implement the building PBIS plan with fidelity.

Student Assessment and Progress Monitoring:

- Design and administer assessments to evaluate student progress.
- Provide timely and constructive feedback to students and parents regarding academic performance and classroom behavior.

Differentiated Instruction:

- Differentiate instruction to meet the diverse needs of students.
- Collaborate with special education and support staff to address Individualized Educational Plans by collecting data, attending IEP meetings, and administering instructional accommodations/modifications as specified by the student IEP.
- Administer all classroom accommodations as specified by student Section 504 plans.

Parent and Community Engagement:

- Communicate regularly with parents regarding classroom activities and appropriate curricular resources.
- Participate in parent-teacher conferences and school events to foster a positive school-home relationship.

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Record Keeping:

- Maintain accurate pupil attendance records, accounting records, timely update student records/grades (e.g. every 3-5 work days), and become familiar with the cumulative records of all students in classes.

Professional Collaboration:

- Collaborate with colleagues through departmental, grade level, or building level teams to share best practices and contribute to a positive school culture.
- Attend professional development opportunities to stay current with educational trends and best practices.
- Align instruction with the district strategic plan and work with colleagues to implement and monitor all aspects of the plan as it applies in the classroom.

Professional Conduct:

- Adhere to professional and ethical standards outlined by the school and district.
- Maintain strict confidentiality with regards to privileged student information and records.
- Demonstrate a commitment to continuous professional growth.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and citizenship;
3. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District;
4. Perform other tasks related to the teacher's duties as assigned by the principal, director of educational services, director of teaching and learning, assistant superintendent and/or superintendent.

Additional Working Conditions:

1. Ability to maneuver around the classroom for extended periods.
2. Ability to lift and move instructional materials and equipment.
3. Occasional exposure to blood, bodily fluids, and tissue.
4. Occasional operation of a vehicle under inclement weather conditions.
5. Occasional interaction among escalated children.