

MIDVIEW LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title:	TEACHER	File: 312
Reports to:	Assigned Administrator/Supervisor	
Job Objective:	Designs, implements and assesses student learning experiences.	
Minimum Qualifications:	<ul style="list-style-type: none"> • Valid state department of education license/certificate as determined at the time of appointment. • Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>. • Anticipates time constraints. Manages tasks efficiently to meet deadlines. • Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct. • Exhibits consistent, impartial and resourceful decision-making skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues. • Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. • Maintains a record free of criminal violations that would prohibit public school employment. • Meets all mandated health screening requirements. • Participates in all state/district mandated training sessions. 	
Essential Functions:	<p>1. Teaches assigned classes/subject matters as scheduled. Designs, organizes and implements appropriate lesson plans aligned with state standards/district curriculum goals.</p> <ul style="list-style-type: none"> a. Communicates program objectives/performance expectations to students/parents. b. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals. Prepares instructional materials. Arranges the classroom for instruction. c. Uses a variety of assessments to evaluate learning styles and academic needs of students. Analyzes student academic data to make instructional decisions. d. Designs engaging educational experiences and varies instructional techniques to effectively engage and advance student learning. Sustains educational environments that promote high levels of student learning/achievement. Actively collaborates with staff. Shares effective instructional strategies. Attends meetings to analyze student academic data in order to make informed instructional decisions. e. Uses formal and informal assessment strategies to manage student learning and monitor progress. f. Collaborates with staff to identify/resolve problems that impede student participation in appropriate learning activities. Helps ensure assessment procedures support non-biased planning activities g. Provides opportunities for all students to participate in an inclusive educational environment. h. Advocates for students. Monitors student demeanor. Investigates/reports atypical behavior. i. Helps students better understand themselves, make appropriate choices and grow academically. Promotes cultural awareness, self-reliance, problem-solving, critical-thinking and creativity skills. j. Facilitates student learning activities that encourage teamwork and positive peer relationships. k. Evaluates student achievement/performance. Prepares progress reports. l. Proctors state/district testing activities as directed. Upholds mandated security procedures. m. Requests a student evaluation when a learning need or disability is suspected. Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines. n. Plans/implements student intervention strategies that produce tangible evidence-based benefits within specified time-frames. Monitors intervention efficacy to improve outcomes. o. Ensures that student lists and teaching materials are readily available for substitutes. p. Works with administrators to ensure that program equipment is available/working when needed. q. Adheres to district and building positive behavior program guidelines and initiatives. r. Provides modifications and accommodations to instruction according to student need, Individualized Education Plans (IEPs), 504 plans, etc. s. Communicates program objectives/performance expectations to students/parents. 	

- t. Keeps current with state standards/guidelines.

Additional Title I Teacher Duties

- u. Helps qualify student for program participation.
- v. Helps staff identify appropriate strategies for each students (e.g., pull-out, team-teaching, etc.).
- w. Plans/implements student intervention strategies that produce tangible evidence-based benefits within specified time-frames. Monitors intervention efficacy to improve outcomes.
- x. Reinforces concepts introduced in inclusive settings. Provides accommodations/modifications as needed (e.g., differentiated curriculum, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.). Keeps teachers aware of concerns/emerging issues.
- y. Prepares and shares progress reports with classroom teachers and parents.

Additional Vocational Teacher Duties

- z. Identifies prerequisite employment skills. Profiles essential training characteristics. Assists with program planning and curriculum development.
- aa. Ensures program compliance with all required criteria to maintain accreditations/charters.
- bb. Recommends class schedules based on enrollment demand and equipment/classroom availability.
- cc. Maintains career-focused resource materials. Helps students understand the interrelationship of academic courses and career objectives. Promotes a balanced perspective of work and family life.
- dd. Identifies/obtains community-based job training/employment opportunities.
- ee. Coordinates/implements program services (e.g., application/interview processes, job placements, work site adaptations, job coaching, student progress reports, attendance/retention, etc.).
- ff. Supervises/participates in supplemental program activities (e.g., training conferences, field trips, job fairs, student competitions/award programs, summer intern programs, etc.) as directed.
- gg. Collaborates with community members to create partnerships.

Additional Substitute Teacher Duties

- hh. Teaches assigned classes/subject matters as scheduled.
- ii. Reports to the office to sign in/out. Complies with building work schedules/hours. Works cooperatively with other teachers.
- jj. Assumes responsibility for learning all emergencies procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.). Promptly reports all personal injuries. Learns the proper procedure for operating equipment associated with the assignment.
- kk. Performs all building/program duties assigned to the absent teacher as directed.
- ll. Consults with the assigned administrator/supervisor to resolve questions and/or concerns.
- mm. Follows the absent teacher's written lesson plans. Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- b. Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- c. Maintains a professional appearance. Wears work attire appropriate for the position.
- d. Helps students understand/embrace ethical conduct and democratic values.
- e. Respects privacy and maintains the confidentiality of privileged information.
- f. Maintains an acceptable attendance record and is punctual.
- g. Strives to develop rapport and serve as a positive role model for others.
- h. Takes the initiative to perform routine tasks independently.
- i. Shows an active interest in the academic/personal development of students.
- j. Supports community participation in school-sponsored events and activities.

	<p>3. Maintains open/effective communications.</p> <ul style="list-style-type: none"> a. Prepares/maintains accurate records. Submits required paperwork on time. b. Provides prompt notification of personal delays or absences. c. Refers district policy interpretation questions to appropriate administrator(s). d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully. e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating f. Participates in staff meetings, trainings, and other required school activities. g. Keeps informed about program/procedure changes. h. Seeks clarification when expectations are unclear.
	<p>4. Pursues opportunities to enhance professional performance.</p> <ul style="list-style-type: none"> a. Keeps current with advances in technology associated with work assignments. b. Maintains applicable credentials. Complies with all state licensure requirements. c. Works toward mastery of individualized development/performance goals as directed. d. Attends meetings, in-service programs, and trainings as directed.
	<p>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</p> <ul style="list-style-type: none"> a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect. b. Responds to emergencies following the district’s emergency preparedness/crisis response plan. c. Provides appropriate supervision and maintains high expectations for acceptable student behavior. d. Monitors for situations that may indicate a problem. e. Notifies appropriate administrator(s) of potential problems.
	<p>6. Performs other specific job-related duties as directed</p> <ul style="list-style-type: none"> a. Assists with unexpected/urgent situations as needed. b. Helps implement workplace initiatives that advance district goals.
Working Conditions:	<p>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</p> <ul style="list-style-type: none"> • Balancing, bending, climbing, crouching, kneeling, reaching, or standing. • Exposure to adverse weather conditions and temperature extremes. • Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces. • Exposure to blood-borne pathogens and communicable diseases. • Interacting with aggressive, disruptive, and/or unruly individuals. • Lifting, carrying, and moving work-related supplies/equipment. • Operating and/or riding in a vehicle. • Traveling to meetings and work assignments
Performance Evaluation:	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.
Equal Opportunity Employment:	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.
<p>This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.</p>	
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