

**BAY VILLAGE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Teacher

File 308

Reports to: Principal

Job Objectives: Plans, implements, and evaluates the student learning experiences.

Contract: Bay Teachers' Association Teaching contract; 187 days

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment. Meets all legally mandated health requirements.
- Provides documented evidence of a clear criminal record as required by law.

Essential Job Functions:

The following duties are representative of performance expectations. Reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

- Follows board policies/administrative procedures and supports the district mission statement.
- Supports the district and building student codes of conduct.
- Aligns activities/experiences/lesson plans with the district's adopted courses of study.
- Supports mandated extended classroom programs and curriculum and collaborates with other staff as required.
- Develops, recommends, and when applicable administers an annual budget. Requisitions supplies and equipment.
- Maintains/submits records, correspondence, and reports in a timely manner.
- Communicates and consults with administrators, staff, parents, and students.
- Reports evidence of suspected child abuse as required by law.
- Maintains the confidentiality of privileged information.
- Fosters a safe and secure work and learning environment.
- Participates in after-school programs/activities for example open house programs and parent-teacher conferences.
- Participates in required professional growth opportunities.
- Teaches/supervises assigned classes.
- Establishes and implements a classroom management policy.
- Evaluates students' progress and prepares periodic progress reports.
- Promotes a classroom environment conducive to the achievement of academic/behavioral objectives.
- Makes a referral to the student assistance team when a need is indicated. Works with team members to develop an intervention plan to be implemented for identified students, such as section 504 and individualized educational plans (IEP's) or other mandated federal and/or state plans.
- Administers standardized student assessment instruments as required.
- Performs other job-related duties as required.

Working Conditions:

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties may require lifting, carrying, and/or moving instructional supplies and equipment.
- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.
- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to assigned aides and volunteers.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under time constraints to meet deadlines.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

- *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.*
- *The Bay Village School District is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.*