



JOB DESCRIPTION

POSITION TITLE: Teacher

UNION AFFILIATION: Romeo Education Association

FLSA STATUS: Exempt

FTE STATUS: 1.0

REPORTING RELATIONSHIP: Building Principal

GENERAL PURPOSE:

Under the direction of the building Principal, the Teacher establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. The Teacher creates and sustains a community of learners through the development of a positive classroom and school culture by holding high expectations for students and by utilizing quality instructional practices matched to student learning needs. The Teacher continuously improves their practice through professional learning and collaboration with peers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Planning, preparing and delivering lessons to all students in the class;
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Implement diversity and inclusion in the classroom;
- Adopting and working towards the implementation of the school improvement plan of Romeo Community Schools;
- Assigning work, correcting and marking work carried out by the students and recording grades in the software program;
- Assessing, recording and reporting on the development, progress, attainment and behavior of one's students;
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;
- Communicating, consulting and co-operating with other member of the school staff and parents/guardians to ensure the best interest of students;
- Ensuring high standards of professional practice and quality of teaching and learning of the subjects;
- Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times;
- Registering and monitoring the attendance of students under one's care;
- Participates, contributes, collaborates, attends meetings and reviews with other professionals working with students on Individualized Education Plan;
- As a team, develop and implement the Individual Educational Plan of students and participate in IEP meetings;
- Keep in confidence student records and information as required under FERPA;
- Conducts behavior to demonstrate collegiality and professionalism;
- Mandated reporter for Child Abuse and Neglect;

- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Participate in organizational quality;
- Keep in confidence all student and/or personnel records and information;
- Adheres to, interprets and implements all district policies, administrative guidelines and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Keep in confidence student records and information as required under FERPA; HIPPA, etc.;
- Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by Administration.

SUPERVISORY RESPONSIBILITIES:

- Position supervises students.

EDUCATION and/or EXPERIENCE:

- Possession of a Bachelor's or higher degree;
- Valid Michigan teacher's certificate with necessary endorsement(s) to teach assigned subject matter required;
- May need to be CTE Certified for High School
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to explain and demonstrate appropriate teaching techniques;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TERMS:

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

REASONABLE ACCOMMODATION:

The ADA defines "reasonable accommodation" as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

FUNCTIONS OF JOB DESCRIPTION:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

EEO STATEMENT

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities.

10/18/2018

If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department.”

Employee Signature

Date

Employee Services Signature

Date