

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Teacher

Reports to: Building Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Provide instruction for students

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist the administration in implementing all procedures and rules governing student life
- Follow the scope and sequence of the instructional program as defined in the Board of Education approved courses of study
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- 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 learners
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required per negotiated agreement
- Teach and evaluate students using sound instructional practices
- Attend educational field trips
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Refer students suspected of learning difficulties to the intervention assistance team
- Notify parents if student is not meeting classroom goals
- Observe ethics of the teaching profession
- Ensure IEP goals/objectives for students are met
- Follow individual/student IEPs
- Provide achievement and diagnostic testing when determined by State or Federal requirements
- Perform home visits when possible or as needed

Other Duties and Responsibilities:

- Assist in the selection of textbooks, equipment, and other educational materials
- Promote good public relations
- Respond to routine questions and requests in a timely, appropriate manner
- Serve as a role model for students
- Establish and maintain cooperative professional relationships
- Participate in committees, study teams, and cocurricular activities as agreed upon

- Participate in intervention assistance team meetings and IEP meetings
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Supervise student teachers and/or aides
- Counsel, advise, encourage, and motivate students
- Perform other duties as assigned by the Principal

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Appropriate state of Ohio certifications/license
- Prior teaching experience is preferable
- Such alternative to above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- 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
- Training in varied instructional design
- Knowledge of child development and an understanding of age appropriate tasks
- Background/knowledge base in methodology and supervised practice
- Ability to work in a team environment
- Computer/word processing skills

Additional Working Conditions:

- Occasional evening/weekend/summer work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional travel, e.g., attending workshop outside of district
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

[Adoption date: April 7, 2015]