

JOB DESCRIPTION

TITLE: CLASSROOM TEACHER

QUALIFICATIONS:

1. Valid Ohio teaching certificate or license as issued by the Ohio State Department of Education, Office of Teaching Certification and Licensure, pursuant to ORC 3319.22 to 3319.31 or in accordance with standards authorized by law.
2. Ability to provide leadership and direction and to work cooperatively with other professional staff.
3. Ability to maintain effective relationships with teachers, administrators, staff, parents and community members.
4. Ability to communicate effectively in written or oral form to staff, students, parents, and community members.

REPORTS TO: Building Principal

MAJOR FUNCTIONS:

Under the immediate direction of the principal or designee, the classroom teacher will implement the Board of Education adopted policies governing the philosophy and goals of education; courses of study, curriculum and evaluation of the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Abide by specific working conditions as identified in the Board of Education/Parma Education Association Negotiated Agreement.
2. Employ a variety of instructional techniques and instructional needs, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved, including technology.
3. Guide the learning process toward the achievement of curriculum goals and establish specific pupil performance objectives for all lessons, units, courses of study and projects.
4. Maintain lesson plans that are based upon the board adopted course of study and/or the state standards, benchmarks and indicators.

5. Plan a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
6. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
7. Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
8. Assess the accomplishments of students on a regular basis and provide progress reports as required.
9. Diagnose the learning abilities of students on a regular basis, seeking the assistance of district specialists as required.
10. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Maintain accurate, complete and correct records as required by law, district policy and administrative regulations.
12. Make provision for being available to students and parents for education-related purposes, when required to do so under reasonable terms.
13. Assist with the development and implementation of section 504 plans and IEP's, as appropriate.
14. Report evidence of suspected child abuse to an appropriate authority and notify the building principal.
15. Help communicate school rules to students. Maintain high standards for student conduct. Clarify behavioral expectations. Identify privileges and consequences. Uphold the student conduct code according to district policy. Consistently confront undesirable behavior calmly, firmly, and fairly. Protect the due process rights of students.
16. Comply with established procedures to account for money collected in the classroom.
17. Participate in professional growth activities to maintain licensure requirements.
18. Serve as a role model for students. Demonstrate personal integrity, responsibility, impartiality, respect and courtesy.
19. Plan and supervise purposeful assignments for teacher aide(s), tutors, volunteers and assistants.
20. Attend staff meetings, in-service meetings and departmental meetings as stipulated within the BOE/PEA Agreement, or as requested by district administrators to do so under reasonable terms.
21. Develop rapport and maintain the confidence of students, parents, and staff.

EVALUATION:

Performance of this job will be evaluated in accordance with district policy and within the provisions of the Board of Education/Parma Education Association Negotiated Agreement.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this position, the employee is frequently required to stand and talk or hear and sometimes walk and sit.
2. While performing the duties of this position, the employee may occasionally push or lift up to 30 lbs., such as boxes of books/materials and AV/VCR carts.
3. The employee is responsible for the safety or well-being of other people.
4. Specific vision abilities required by this position include close vision, such as the ability to read handwritten or typed material, and the ability to adjust focus.
5. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Human Resources

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April, 2009