

EVERGREEN LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TEACHER**

File 307

Reports to: Assigned administrator/supervisor

Job Objective: Plans, implements and assesses student learning experiences.

Minimum · Valid state department of education license/certificate as determined at the time of appointment.

Qualifications: · Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
· Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
· Exhibits effective time management and resourceful problem-solving skills.
· Maintains a record free of criminal violations that would prohibit public school employment.
· Meets mandated health screening requirements following a conditional offer of employment.
· Shows evidence of core computer competencies deemed appropriate at the time of hire.

Essential **1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject**

Functions: **content and learning goals that support high levels of student achievement.**

- Assists with program planning. Develops, evaluates, and revises curriculum.
- Prepares instructional materials. Teaches assigned classes/subject matters as scheduled. Develops/implements lesson plans aligned with state standards and district curriculum goals.
- Evaluates student academic needs/learning styles. Identifies opportunities to enhance learning environments. Varies instructional techniques to effectively engage/advance student learning.
- Uses formal/informal assessment strategies to monitor student progress. Provides effective detailed feedback to students using formative/summative assessments.
- Uses a data-driven approach to analyze assessments and alter/enhance lesson plans.
- Collaborates with colleagues to achieve department/subject area goals.
- Resolves problems that impede student learning. Plans/implements intervention strategies that produce tangible evidence-based benefits within specified time-frames.
- Monitors intervention efficacy and implements modifications as needed to improve outcomes.
- Provides opportunities for all students to participate in an inclusive educational environment.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, reflective problem-solving skills and self-reliance.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Evaluates student achievement/performance. Prepares progress reports.

- Administers/proctors state and district testing activities. Upholds mandated security procedures.
- Ensures student lists and teaching materials are readily available for substitutes.

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

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Performs all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Actively participates in staff meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.

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- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes and responds to prevent/stop aggressive behavior or harassment. Complies with district procedures and state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Safety is essential to job performance. Employees must exercise caution and comply with
Conditions: standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- 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 Job performance is evaluated according to policy provisions and contractual agreements adopted
Evaluation: by the Evergreen Local School District.

The Evergreen Local School District is an equal opportunity employer. This job description identifies primary 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.

Revised: September, 2012

