Middletown City School District
Job Description

Teacher

EMIS Position Code 230

Qualifications

1. Baccalaureate degree in appropriate field.
2. Holds a current and valid Ohio License for grade level/subject area. Properly meets HQT criteria.
3. Acceptable BCII report and FBI report.
4. Ability to meet all job expectations and objectives.
5. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

Supervises

Supervises students, educational attendants or aides, and when asked may supervise university students.

Job Goals

1. To provide quality educational experiences for all students.
2. To implement and monitor a rigorous, relevant curriculum through challenging, engaging class interactions.
3. To further the mission and vision of the school district.
4. To assure that all students reach their potential.
5. To use a variety of data types to inform instructional practice.
6. To develop lifelong love of learning in students.
7. To foster and develop positive relationships with parents and the community.
8. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reporting

Building Principal and Superintendent/Superintendent Designee

Performance Responsibilities

1. Responsible for an instructional program and the utilization of teaching methods which consider the individual needs, interests, abilities and maturity level of the student, including intervention strategies.
2. Evaluate individual student progress on a regular basis and keep records in accordance with district policy.
3. Teach the state-adopted curriculum in assigned subject areas and implement through instruction and action the district's philosophy of education, instructional goals and objectives by challenging and inspiring students to help them deepen their knowledge and understanding of what is being taught.
4. Connect students' knowledge to earlier learning and develop ways to build on future learning.
5. Teach in the designated locations and times assigned by the principal or district.
6. Administer required individual and group assessments in accordance with district and state testing requirements; and, use the results of assessments to inform and to guide instruction.
7. Employ a variety of instructional strategies to cognitively engage learners.
8. Incorporate technology into instruction to enhance student learning when appropriate.
9. Assist in upholding and enforcing school rules, administrative regulations and Board Policy.
10. Establish good relationships with students, parents and staff members in order to build partnerships to support student growth.
11. Accurately and frequently complete record keeping responsibilities including but not limited to progress, grades and attendance, and report same to the appropriate office as required.
12. Collaborate with other staff members to identify and resolve students' health, attitude and learning concerns.
13. Provide and or oversee classroom modifications for students as needed.

Performance Responsibilities

Continued:

14. Prepare substitute teacher's folder to help ensure a smooth delivery of the daily lesson plan in the absence of the regular teacher.
15. Work to stay current with teaching methods and practices.
16. Provide positive reinforcement for individual effort.
17. Maintain a lesson plan of daily and unit instruction based on district courses of study/curriculum and emergency plans in the event of illness.
18. Attend IEP conferences when necessary. Work cooperatively with the IEP team in assessing pupil needs and learning deficiencies, and develop alternative solutions to remediate pupil learning and behavior problems.
19. Work to create the least restrictive environment for students who have learning disabilities. Create modifications of instruction for students with learning disabilities to meet their IEP goals.
20. Establish and communicate to students well-defined objectives for each unit of work, including related projects and activities.
21. Provide an orderly, attractive, stimulating environment which promotes learning.
22. Attend staff meetings and district professional development programs. Participate in grade level/departmental and teacher/principal conferences as scheduled.
23. Responsible for discharging school-related duties during school hours.
24. Provide written student progress reports to parents on a regular basis in accordance with Board Policy.
25. Take all reasonable measures to assure student health and safety, being alert to unusual mental or physical condition of students and refer these to the appropriate personnel (principal, counselor, or nurse.)
26. Work cooperatively with teachers of students with special needs in order to implement strategies which address their learning styles.
27. Responsible for enforcing the Code of Conduct governing students in his/her direct charge and for assuming authority, as warranted, over other students in such areas as school corridors, cafeteria, assemblies or other activities during the school day. Establish and enforce rules for behavior and procedures for maintaining an environment conducive to learning for all students.
28. Conduct conferences with individual students and/or parents when deemed necessary or upon request.
29. Participate in district or building level committees and parent activities.
30. Use and interpret student data to develop and implement differentiated lessons for students.
31. Actively and cooperatively participate in the required district evaluation process.
32. Share the responsibility of interpreting the educational program to the community in a professional manner.
33. Establish and maintain cooperative relationships with others.
34. Maintain up to date knowledge of technology utilized by the district.
35. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
36. Uphold district policies and procedures.
37. Perform other duties, tasks, and responsibilities as assigned by the principal.

Other information associated with this position

Additional working conditions may include:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with unruly people.
4. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
5. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
6. Travels to meetings/professional development and work assignments.

Status: Non-Exempt

Employment Status: 185 days

This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to perform duties as assigned that may not appear on this job description. District personnel will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.