Three Rivers Local School District
Job Description

Title: **TEACHER**

Qualifications: Valid Ohio Teaching Certificate/License is required.

Reports to: **Building Principal**

Job Goal(s): To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

ESSENTIAL RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the student(s).
3. Creates a classroom environment within the limits of the resources provided by the district that is conducive to learning and appropriate to the maturity and interest of the students.
4. Prepares for assigned classes, and provides evidence of preparation as requested by immediate supervisor.
5. Establishes and maintains standards of classroom behavior with input from students.
6. Guides the learning process toward the achievement of curriculum goals, establishes clear objectives for all lessons, units, projects, and communicates these objectives to students.
7. Employs a variety of instructional techniques, media and technology, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and professionalism the district's philosophy of education and instructional goals and objectives.
9. Assesses student progress on a regular basis and provides information and reports as required by District policy and practices.
10. Participates in intervention team processes for students when requested by educational evaluators and implements applicable parts of the educational plans.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student conduct, develops reasonable rules of classroom behavior, and maintains order in the classroom in a fair and just manner.

14. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.

15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and upon request provides input to the administrators in charge for evaluating job performance.

16. Demonstrates professionalism and efficiency.

17. Attends and participates in faculty, grade level, and departmental meetings.

18. Cooperates with other members of the staff in planning instructional objectives and methods.

19. Assists in the selection of books, equipment and other instructional materials.

20. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.

21. Establishes and maintains cooperative relations with others.

22. Accepts a share of responsibility for co-curricular activities as assigned.

23. Establishes professional goals as required through the negotiated contract and LPDC.

24. Seeks professional growth through reading, workshops, seminars, conferences, advanced courses, etc.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education

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

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be done by the Building Principal.

[BOE approved: May 12, 2009]

I acknowledge receiving a copy of the Three Rivers Local School District **Teacher** job description.

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Employee signature Date