NORTH COLLEGE HILL CITY SCHOOLS

Position Title: **Teacher**
Reports to: **Principal**
Approved By: **NCH Board of Education**

SUMMARY: Responsible for planning and delivering instruction in accordance with OH State Standards to all students enrolled in the class. Responsible for creating a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to contribute to their development as mature, able, and responsible citizens in a global society.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches district approved curriculum aligned with State Standards.
- Develops curriculum/assessment calendars
- Develops daily lesson plans to include: a)alignment to State Standards, b) objectives, c)materials, d) procedures, e)evaluation
- Translates lesson plans into developmentally appropriate learning experiences.
- Provides individualized and small group instruction to adapt the curriculum to the needs of each student.
- Creates an environment for learning through functional and attractive displays, centers, and exhibits of student work.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Guides the learning process toward the achievement of curriculum goals and established clear objectives for lessons.
- Evaluates student progress, keeps appropriate records, and prepares progress reports and report cards.
- Adjusts instruction based on data.
- Identifies student needs and makes appropriate referrals.
- Participates in writing and following IEPs.
- Plans and coordinates the work of educational aides, parents, and volunteers in the classroom and on field trips.
- Establishes and maintains standards of student conduct and enforces discipline as necessary.
- Establishes routines and procedures and reinforces as needed.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Initiates and maintains regular and ongoing contact with parents/guardians.
- Stays abreast of legal requirements.
- Strives to be a positive role model for students.

SUPERVISORY RESPONSIBILITIES: Supervises students, educational aides, and volunteers.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree or higher

CERTIFICATES/LICENSES:
Valid Teaching Certificate/License in grade level and/or area of content

LANGUAGE SKILLS:
Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communications. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may push or lift up to 50 lbs. The employee may frequently bend or twist at the neck and back while performing the duties of this job. Specific vision abilities required by this job include peripheral vision and close vision and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The employee is directly responsible for the safety, well-being, and work output of students. The employee is frequently required to interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned as needed.

The noise level in the work environment is occasionally quiet to loud. The employee is frequently required to interact with students, the public and other staff. Duties are performed indoors and outdoors.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned as needed.