Princeton City School District
Job Description

Job Title: **Classroom Teacher Pre-K-12**
Reports To: **Principal/Assistant Principals**
FLSA Status: **Certified**
Revised Date: **June 5, 2013**

GENERAL DESCRIPTION

Provides instructional and related programs by preparation and planning, understanding and applying effective professional teaching methods and maintaining effective pupil, parent, school district and community relationships. Perform duties with awareness of district requirements and Board of Education policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in selection, requisition and maintain required inventory records of appropriate books and instructional aids.
- Adapt subject material and methods to develop relevant sequential assignments that guide and challenge students.
- Provide remedial and challenging instruction to ensure high levels of student interest and meet the individual needs of all students.
- Adapt the curriculum to provide the three tiers of instruction (core, strategic, and intensive) to whole class, small groups, and individuals.
- Provides services as outlined in the students' IEP, 504, and/or Intervention Plan.
- Create activities that lead students to develop skills in inductive reasoning, logic, and critical analysis.
- Identify and address student needs both collaboratively and independently in assessing and helping students solve health, attitude, and behavior concerns.
- Design and administer formative assessments that are aligned with instructional outcomes and responsive to the needs of individual students.
- Use assessment results to plan future instruction (makes data-based decisions) to intervene or enrich.
- Explicitly teach behavior expectations and provide a three tier level of support to cultivate a safe school environment.
- Establish clear standards of student conduct and maintain an orderly, productive classroom environment.
- Teach content and skills in the subject area according to the state standards and district curriculum maps, guides, etc.
- Encourage students to think independently and to express original ideas
- Assess student academic progress on an ongoing basis and provide progress reports as required.
- Establish and maintain open lines of communication with students and parents concerning academic and behavioral progress of all students.
- Administer or monitor district and state wide tests with efficacy and integrity
- Participate in the sponsorship of student activities.
- Maintain professional competence through in-service educational activities provided by the district and/or in self-selected professional development activities
- Attend staff meetings and serve on staff committees as required.
- Maintain accurate, complete, and correct records as required by law, district policy and administrative regulations.

- Possess a basic understanding of technology for the purposes email, record keeping, word processing, classroom instruction, etc.
- Apply knowledge of current research and theory to instructional program.
- Perform other tasks/duties as assigned by the building administrator.

SUPERVISORY RESPONSIBILITIES

May directly supervise employees (paraprofessionals). Carries out supervisory responsibilities in accordance with the district's policies and negotiated agreements. Responsibilities include training, planning, assigning and directing work, as well as, addressing complaints and resolving problems.

QUALIFICATIONS

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

CERTIFICATES, LICENSES, REGISTRATIONS

Valid certificate/license as issued by the Ohio Department of Education; Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education; First aid training and CPR certification is required. Completion of communicable disease training is required. Attendance at child-abuse training as required by law. Must meet Highly Qualified status, and licensure must be appropriate to teach assigned coursework.

LANGUAGE SKILLS

Ability to communicate effectively (both written and oral) with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move more than 50 pounds.

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 noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American 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.