

FAIRFIELD UNION LOCAL SCHOOL DISTRICT

Title: Classroom Teacher

Qualifications:

1. Valid state of Ohio teaching certificate for the assigned grade levels/subject areas.
2. Such alternatives to the above as approved by the Board of Education.
3. Criminal background check does not reveal any criminal violations that would preclude employment in a public school setting.
4. Compliance with all drug-free workplace requirements.
5. Compliance with all Board policies.
6. Compliance with Licensure Code of Professional Conduct for Ohio Educators.

Reports to: Principal

Job Goal: Plan and implement learning experiences. Facilitate student learning matter and/or skills that will contribute to their development.

Essential Functions:

The following are the essential job duties and responsibilities associated with the position. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. Meets and instructs assigned classes in the locations and at the times designed.
2. Develops rapport with parents, community and school personnel.
3. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when necessary.
4. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
5. Assists the administration in implementing all policies and/or rules governing student life and conduct.
6. Develops reasonable rules of classroom behavior and procedure. Upholds the student conduct code. Implements effective pupil management procedures.

7. Observes confidential nature of personally identifiable information relating to pupils, parents, or school personnel.
8. Strives to implement by instruction and action the district's philosophy of education, instructional goals, and objectives.
9. Guides the learning process toward the achievement of curriculum goals; establishes clear objectives for all lessons, units, and projects.
10. Evaluates student progress on a regular basis, both formally and informally.
11. Is alert to disabilities of students and seeks assistance of district specialists in meeting the needs of all students with disabilities.
12. Plans a program of study that meets the individual needs, interests, and abilities of students.
13. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students. Maintains a thorough understanding of subject material. Creates effective student learning experiences.
14. Employs a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals or student groups involved.
15. Works to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
16. Assists in the selection of books, equipment, and other instructional materials.
17. Supports school activities through participation and/or attendance.
18. Attends staff meetings and serves on staff committees, subject to the Negotiated Agreement.
19. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
20. Provides for own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work.
21. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
22. Prepares for classes assigned and shows written evidence of preparations.
23. Meets deadlines as established by the administration.

24. Other reasonable duties and responsibilities assigned by the building principal.
25. Develops lesson plans that reflect course of study.
26. Provides instruction to students that reflects course of study.
27. Dresses professionally and appropriately.
28. Assists the Intervention Specialist and/or 504 District Representative to prepare and implement Section 504, Individualized Education Plans (IEP), and/or other interventions for assigned students meeting eligibility requirements. The primary responsibility for preparing the IEP/504 plan shall rest with the Intervention Specialist and/or the 504 District Representative.
29. Maintains a professional demeanor with students and parents.
30. Provides appropriate supervision for all students.

Skill and Abilities Required:

The following personal abilities and skills are required to successfully carry out essential functions.

- Physical ability to supervise students of various ages and activity levels.
- Ability to organize tasks and manages time effectively.
- Ability to effectively manage individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintenance of regular and predictable attendance and consistent punctuality.

Work Duties/Environment may involve:

- swift movement, lifting, carrying, and moving work-related supplies/equipment.
- traveling to meetings and work assignments.
- working under time constraints to meet deadlines.
- exposure to blood-borne pathogens, bodily fluids, blood, and communicable diseases.
- occasional interaction with aggressive, disruptive, and/or unruly individuals.
- regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, crouch, and kneel.
- lifting and carrying of instructional/office supplies and materials up to a maximum of 20 pounds.
- repetitive hand motion, e.g., typing, computer, writing.

Medical reasons may modify these work duties through reasonable accommodations.

This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to revision and change.

I have received and reviewed a copy of this job description and I can perform these duties with or without reasonable accommodation.

Employee Signature

Date