

## **MADISON LOCAL SCHOOLS JOB DESCRIPTION**

Position:	Teacher
Reports to:	Principal
Employment Status:	Regular/Full-time
FLSA Status:	184
Description:	Instruct students in the specific area of specialty; help students learn subject matter and skills that will broaden their learning experiences and contribute to their development in order to set realistic expectations; establish proper rapport and effectively communicate with parents; create a classroom environment that is conducive to learning; guide the process towards the achievement of curricular goals; participate in professional development activities

\*Note: The below lists are not ranked in order of importance.

### **Essential Functions:**

- Ensure safety of students
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Distribute course related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist the administration in implementing all procedures and rules governing student life
- Follow the scope and sequence of the instructional program as defined in the Board of Education approved courses of study
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Maintain respect at all times for confidential information

- Attend meetings and in-services as required per negotiated agreement
- Teach students using sound instructional practices
- Attend educational field trips
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Refer students suspected of learning difficulties to the intervention assistance team
- Notify parents if a student is not meeting classroom goals
- Observe ethics of the teaching profession

**Other Duties and responsibilities:**

- Serve as a role model for students in how to contact themselves as citizens and as responsible, intelligent human beings
  - Assist in the selection of textbooks, equipment, and other educational materials
  - Promote good public relations
  - Respond to routine questions and requests in a timely, appropriate manner
  - Establish and maintain cooperative professional relationships
  - Participate in committees, study teams, and cocurricular activities as agreed upon
  - Participate in intervention assistance team meetings
  - Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
  - Supervise student teachers
  - Counsel, advise, encourage, and motivate students
  - Perform other duties as assigned by the Principal or designee

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Appropriate state of Ohio certifications/license
- Prior teaching experience is preferable
- Pass a physical and criminal background check
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

**Submit proof of qualifications via email to: Jen Wilcox, Human Relations (Jen.Wilcox@madisonmohawks.org)**

- Resume
- Copy of Teaching License
- Names/email addresses/phone numbers of 3 educational references.