

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TEACHER	File 310
Reports to:	Principal and Assistant Principal	
Job Objective:	Plans, implements, and assesses student learning experiences. Helps students make appropriate choices and grow academically.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate appropriate for the position.· Meets Highly Qualified Teacher (HQT) requirements for core academic subjects.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Keeps current with advances in technology and workplace innovations that enhance productivity.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Prepares the classroom or designated area for instruction. Teaches assigned classes.· Advances the district's professional image. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.· Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.· Maintains a thorough understanding of subject matter. Organizes appropriate subject content and learning goals. Develops lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.· Evaluates the academic needs of students. Develops effective student educational experiences that engage and stimulate student learning. Varies instructional techniques to address diverse student learning styles.· Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.· Uses formal and informal assessment strategies to manage student learning and monitor progress.· Helps students identify and make use of supplemental instructional/media resources.· Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.· Facilitates community partnerships and school-sponsored activities that enhance student learning.· Maintains a positive learning environment. Plans student learning activities that encourage collaboration and positive peer relationships.· Collaborates with other staff. Shares knowledge and resources that enhance student learning.· Evaluates student achievement/performance. Prepares progress reports.· Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).· Upholds the student conduct code. Implements effective pupil management procedures.· Consults with support personnel and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).· Initiates a request for a student evaluation when a disability is suspected. Assists with the multi-factored examination (MFE) process. Meets mandated paperwork deadlines.· Helps the intervention assistance team (IAT) prepare an Individualized Education Plan (IEP) for classroom students meeting eligibility requirements.· Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.· Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.· Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.· Maintains accurate records and submits reports and required paperwork on time.· Respects personal privacy. Maintains the confidentiality of privileged information.· Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.	

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- Reports suspected child abuse and/or neglect to civil authorities as required by law.

- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Provides prompt notification of delays or absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions:

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08