

Administration

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Cassandra J. Johnson, Ph.D., Assistant Supt.  
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Jerry Zgrabik, Business Manager



Board of Education

Barbara A. Patterson, President  
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## *Job Description*

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*Serving Bedford, Bedford Heights, Oakwood Village, Walton Hills*

**Position:** High School Science Teacher

**Reports to:** Building Principal

**Contract:** Regular/Full-time

**Description:** Teach the appropriate course of study for each subject area using a variety of instructional techniques that meet individual learning styles

**NOTE:** The below lists are not ranked in order of importance

### **Qualifications:**

1. Valid Ohio teaching endorsement or license, as issued by the Ohio State Department of Education, Office of Teacher Certification and Licensure, pursuant to ORC 3319.22 to 3319.31 or in accordance with standards authorized by law.
2. Ability to provide leadership and direction and to work cooperatively with other professional staff.
3. Ability to maintain effective relationships with teachers, administrators, staff, parents and community members.
4. Ability to communicate effectively in written or oral form to staff, students, parents, and community members.

### **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 student is not meeting classroom goals
- Observe ethics of the teaching profession

#### **Other Duties and Responsibilities:**

- 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
- Serve as a role model for students
- Establish and maintain cooperative professional relationships
- Participate in committees, study teams, and co-curricular 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

#### **Required Knowledge, Skills, and Abilities:**

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Training in varied instructional design
- Knowledge of child development and an understanding of developmentally-appropriate tasks
- Background/knowledge base in methodology and supervised practice
- Complete all required mandated and/or other safety and security training
- Ability to work in a team environment
- Computer/word processing skills

**Equipment Operated:**

Various office machines such as but not limited to:

- Computer
- Calculator
- Recording devices
- Copy Machine/Printer
- Smartboard, Apple TV, and or other such technology devices

**Additional Working Conditions:**

- Occasional evening/weekend/summer work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional travel, e.g., attending workshop outside of district
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds

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.

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