



West Carrollton City Schools Job Description

Title: Teacher

Reports To: Principal

Evaluated By: Principal

Job Location: As Assigned

Job Summary:

Plans and implements appropriate instructional programming in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

Job Index Number: 309

FLSA Status: Exempt

Minimum Education:

- Bachelor degree in Education

Minimum Experience:

- Successful student teaching experience

Preferred Education/Experience:

- 1-3 years of prior teaching experience

Required Licensure: A valid Ohio Teachers license or certificate appropriate for the grade and/or subject matter taught.

Essential Functions (includes % of time spent on the job):

- Develops written lesson plans according to student needs, district-adopted courses of study and building procedures. Plans address teaching interventions and techniques to address individual learning styles.
- Develops and maintains a positive learning environment that leads to effective pupil management and student success.
- Ensures that class lists and teaching materials are readily available for substitutes.
- Evaluates student achievement and performance. Prepares progress reports and consults with parents/guardians as needed.
- Makes referrals for student assistance/intervention and helps team members reach consensus on a plan for students requiring assistance.
- Helps prepare and implement intervention and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements. Meets mandated deadlines for paperwork.
- Supports an inclusive educational environment and provides opportunities for students with disabilities to participate in appropriate learning activities.
- Proctors district testing activities.

Other Responsibilities:

- Supervises non-classroom activities when assigned.
- Participates in conferences and other required school activities.
- Encourages parent organizations and supports student activities as time permits.
- Performs other duties as directed.

Physical

Requirements:

- Lifting up to 10 pounds using a 1 person lift. Lifts are normally conducted two to three times per week but can range as high as five times per day.
- Bending at the hips, squatting and reaching on an occasional basis over a seven-hour period.
- Stand, sit and walk on a frequent basis over a seven-hour period. Work can be modified to be performed in a sit or stand only basis during the workday.
- Fine motor skills required for use in pincher grasp and typing.

Working

Conditions:

- Work is generally indoors in an office and school setting.

Performance Evaluation:

Job performance is evaluated according to the policy provisions and procedures of the West Carrollton City Schools. The supervisor shall assess/rate the individual's job performance against the responsibilities and essential elements that are applicable and included in this job description. The West Carrollton City Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

Revised: 4/11/2018

I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.

Signature

Date