

**GROVEPORT MADISON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Pre-School Teacher, Early Childhood Intervention Specialist
Lil' Cruiser Campus, SY 2024-2025

Reports to: Building Principal or Special Education Director

Employment Status: Regular/Full-time

Date: **January 8, 2024**

Description: Facilitate learning by identifying and understanding individual characteristics of all students taught and present subject matter accordingly; manage the classroom by organizing it to stimulate learning and to foster discipline; make professional decisions about what to teach and across subject areas based on available curriculum guidelines

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

Essential Functions:

- Ensure safety of students
- Implement a program of instruction that meets the individual needs, interest, and abilities of the students
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the student
- Convey academic expectation and goals to the students at the outset of instruction in a documented and understandable fashion
- Review testing/assessment data to provide intervention and make adjustments to daily instruction
- Employ a variety of scientifically based instructional methods, techniques and tools to provide students with 21st century learning opportunity
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Assist in newsletter writing
- Provide complete lesson plans for substitute
- Make provisions for being available to students and parents for educational-related purposes outside the instructional day
- Assist the administration in implementing all procedures and rules governing student life and conduct, develop reasonable rules of classroom behavior and procedure for the classroom, and maintain order in the classroom in a fair and just manner
- 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
- Identify student needs, and cooperate with other professional staff in assessing and helping students solve health, attitude, and learning problems
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information, e.g., student records
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Establish and maintain cooperative relationships with parents through effective communication and conferences

- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability, and sound judgment
- Maintain record of student progress
- Attend educational field trips
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Notify parents and administration if student is not meeting classroom goals
- Maintain and improve professional competence
- Participate in and implement state mandated Step Up to Quality requirements

Other Duties and Responsibilities:

- Serve on committees and cocurricular activities as agreed upon
- Supervise student teachers as agreed upon
- Interact with public in official capacity when required
- Interact with Superintendent and/or Board of Education and present information as requested
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Respond to routine questions and requests in a timely, appropriate manner
- Establish and maintain cooperative professional relationships
- Assist in the determination of appropriate curriculum, materials, supplies, and texts in cooperation with the Special Education Director and/or Principal
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- Discipline students when necessary
- Refer attendance, health, and psychological emotional problems to Principal and/or Guidance Counselor
- Flexible to change with new state requirements
- Perform other duties as assigned by the Principal or Special Education Director

Qualifications:

- Bachelor's degree in education from an accredited college or university
- Appropriate State of Ohio teaching certifications/license (Early Childhood Intervention Specialist P-3)
- BCII/FBI Clearance
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

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
- Skills and knowledge in equipment preparation/operation
- Use of basic hand tools, e.g. hammer, screwdriver, pliers
- Variable technology use, i.e., laser disk, grading software, etc.
- General computer skills
- Ability to stay up-to-date with new technology

Equipment Operated:

- Interactive white board
- Document camera
- Camcorder
- Wireless slate
- Digital camera
- Photocopier

- Computer
- Printer
- VCR
- Telephone
- Scanner
- Overhead projector
- Laminator
- Special Education equipment – wheelchairs, hearing devices, etc.

Additional Working Conditions:

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

Terms of Employment:

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

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.