

**GROVEPORT MADISON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: 7-12 Integrated Math Teacher, 2024-2025 SY
High School – 2 positions

Reports to: Building Principal

Employment Status: Regular/Full-time

Date: June 2, 2024

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

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
- Supervise students who are testing out of courses
- Encourage students to set and maintain standards of classroom behavior
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students
- Review state required test data and other assessment data; provide intervention and adjust instruction based on this data
- Employ a variety of instruction techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Strive to implement by instruction and action the district's philosophy of education, goals, and objectives, and the plans and priorities set forth by the district
- Assess the accomplishments of students on a regular basis and provide progress reports as required or requested
- Identify the learning problems of students on a regular basis, based on classroom observation or other classroom assessment, and seek the assistance of district specialists in this diagnosis as appropriate
- Implement all policies and rules governing student life and conduct, and, for students under his/her supervision, develop reasonable rules of behavior and procedure, and maintain order in the classroom in a fair, just manner in keeping with the district code of conduct
- Perform such non-teaching duties and record-keeping responsibilities as assigned by the principal
- Attend and participate in staff meetings, and in special education committee meetings and intervention assistance team meetings as requested by the principal
- Plan and supervise purposeful assignments for supplemental teachers, teacher aides, and volunteers, and provide feedback on the performance of such personnel when requested
- Develop and follow an individual professional development plan as approved by the Local Professional Development Committee
- Make regular parent contacts through scheduled appointments on conference periods/conference days, written communications, Progress Book, phone calls, interim reports, and grade reports
- Teach and evaluate the students using sound instructional practices

- Effectively manage the classroom and individual student behavior to maintain a good learning environment, disciplining students when necessary
- Prepare clear and timely lesson plans
- Maintain accurate and complete records as required
- Provide guidance to students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Distribute homework assignments
- Ensure students are learning all subject material by testing, quizzing, or evaluating student projects on a regular basis
- Provide complete lesson plans for substitute
- Make provisions for being available to students and parents for educationally related purposes before and after the instructional day
- Maintain and improve professional competence by attending professional growth seminars, workshops, etc.
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences to discuss student progress
- Observe ethics of the teaching profession
- Instruct assigned classes in the locations and at the times designated
- Refer students suspected of learning disabilities for diagnosis on a regular basis, seeking the assistance of district specialists as required
- Assist the administration in implementing all procedures and rules governing student life and conduct
- Notify parents if student is not meeting classroom goals
- Take all necessary and reasonable precautions to protect students, 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
- Act as teacher, facilitator and information source in subject area specialty
- Teach new concepts and facilitate different activities enabling students to learn in different ways
- Assist in the hiring process of same subject teachers when requested and agreed upon
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., home and discipline situations, medical background and family history
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Refer attendance, health, and psychological emotional problems to Principal and/or Guidance Counselor
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- Promote good public relations by personal appearance, attitude and conversation
- Create a classroom environment that is conducive to learning and appropriate to the maturity of students
- Follow the scope and sequence of the instructional program as defined in the courses of study which have been approved by the Board of Education

Other Duties and Responsibilities:

- Attend educational field trips
- Act as a mentor for first year teachers as agreed upon
- Provide tutoring across all math courses
- Participate on building “teams” when requested and agreed upon
- Organize various subject-specific programs within assigned building, e.g., Right to Read Week
- Work closely with administrators as part of development teams to discuss and implement new practices such as “team” teaching, semester projects, etc.
- Act as department chairperson when requested and agreed upon
- Serve as a role model for students
- Assist in the selection of textbooks, equipment, and other instructional materials
- Serve on committees and cocurricular activities as agreed upon
- Supervise student teachers as agreed upon
- Discipline students when necessary

- Respond to routine questions and requests in an appropriate manner
- Flexible to change with new state requirements (e.g. – Flex Credit Educational Options, etc.)
- Perform other duties as assigned by the Building Principal

Qualifications:

- Bachelor's degree (B.A.) in education with appropriate subject area from a four-year college or university
- One year or less of related experience
- Appropriate State of Ohio certification/license
- BCII/FBI clearance
- Recommendation of Building Principal's involved
- Such 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 various teaching methodologies
- 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.
- Record keeping skills
- Classroom management skills
- Experience working with children
- Basic computer skills
- Basic first aid
- Ability to submit grades and attendance electronically
- Ability to stay up-to-date with new technology

Equipment Operated:

- Interactive white board
- Document camera
- Camcorder
- Wireless slate
- Digital camera
- TV/VCR
- Overhead projector
- Computer
- Copier
- Calculator
- Subject-specific equipment, e.g., graphing calculators, computer scanner, CD burner, zip drive, digital cameras
- Telephone
- CD Rom applications

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to school on all scheduled work days except calamity days
- Occasional interaction among unruly children
- Occasional requirement to travel
- Occasional evening/weekend/summer work

- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds, e.g., classroom materials and supplies
- Frequent requirement to sit, stand, walk, hear, see, read, crouch, kneel and stoop
- Occasional requirement to balance, climb and use color vision

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.