

**HAMILTON LOCAL SCHOOLS  
JOB DESCRIPTION**

**Position:** Teacher

**Reports to:** Principal

**Employment Status:** Regular/Full-time

**Classification:** Certified

**FLSA Status:** Exempt

**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:**

- Instructional Process
  - Plan and implement a program of instruction that adheres to the district philosophy, goals and objectives as outlined in the adopted course study
  - Make purposeful and appropriate lesson and unit plans that provide for effective teaching strategies and maximize time on task
  - 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 learner
  - Plan and implement a program of study designed to meet individual needs of students
  - Create a classroom environment conducive to learning by employing a variety of appropriate teaching strategies
  - Encourage student enthusiasm for the learning process and the development of good study habits
  - Provide progress and interim reports as required
  - Notify parents if student is not meeting classroom goal
  - Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conference
  - Prepare substitute folder containing appropriate information as required by the principal
  - Plan and prescribe purposeful assignments for paraprofessionals, tutors and volunteers as needed
  - Recognize learning problems and makes referrals as appropriate
  - Demonstrate a strong grasp of subject matter
  - Use effective oral and written expression
  - Provide guidance to students which will promote their welfare and their proper educational development
  - Prepare and distribute homework assignment
  - 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
- Curriculum Development
  - Keep current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum
  - Assist with the ongoing curriculum revision process, including the revision of written courses of study
  - Become acquainted with supplemental services beneficial to students as an extension of regular classroom activities

- **Classroom Management**
  - Develop, in accordance with district school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied
  - Ensure safety of student
  - Take necessary and reasonable precautions to protect students, equipment, materials and facilities
  - Share responsibility during the school day for the supervision of students in all areas of the school.
  - Provide for the supervision of assigned students when circumstances require a brief absence from the assignment
  - Assist the administration in implementing all procedures and rules governing student life and conduct
  - Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- **Public Relations**
  - Uphold and enforce board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public
  - Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time
  - Strive to communicate the positive aspects of our school program to the public in word and deed
  - Work cooperatively with parents to strengthen the educational program for their children
  - Establish and maintain cooperative relationships with other staff members
  - Attend parent/teacher conference
  - Make contacts with the public with tact and diplomacy
  - Interact in a positive manner with staff, students and parents
  - Promote good public relations by personal appearance, attitude and conversation
- **Professional Growth**
  - Continue professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
  - Maintain membership in appropriate professional organizations
  - Cooperate with the administration in planning appropriate in-service training programs at a school or at the district level
  - Attend staff, department, and committee meetings as required
  - Attend meetings and in-services as require
  - Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- **Student Evaluation**
  - Evaluate accomplishments of students on a regular basis using multiple assessment methods such as teacher made tests, samples of students' work, mastery skills check lists, criterion-referenced tests and norm-referenced tests
  - Administer local and state assessment
  - Make appropriate adjustments in the instructional program and as required by the principal
  - Respect the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws
  - Refer students suspected of learning disabilities for diagnosis on a regular basis, seeking the assistance of district specialists as require
  - Refer attendance, health, and psychological emotional problems to Principal and/or Guidance Counselor

**Other Duties and Responsibilities:**

- Attend educational field trips
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintain respect at all times for confidential information, e.g., home and discipline situations, medical background and family history
- Observe ethics of the teaching profession

- Maintain accurate building, academic and attendance records
- Organize various subject specific programs within assigned building
- 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
- Maintain a classroom management plan
- Respond to routine questions and requests in an appropriate manner
- Adhere to all master agreement articles, staff handbooks, Board of Education policies, and Ohio laws
- Perform other duties as assigned by the Superintendent or Principal

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Less than one year related experience
- Appropriate State of Ohio certification/license
- 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
- Record keeping skills
- Classroom management skills
- Experience working with children
- Basic computer skills
- Basic first aid

**Equipment Operated:**

- 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

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.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: July 24, 2006