

**EUCLID BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Teacher

**Reports to:** Principal

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

**FLSA Status:** Exempt

**Description:** Instruct students in the specific area of specialty; help students learn subject matter and skills that will broaden their learning experiences and contribute to their development in order to set realistic expectations; communicate with parents; create a classroom environment that is conducive to learning; participate in professional development activities

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

**Essential Functions:**

- Ensures safety of students
- Implements Euclid City Schools Board of Education and administrative policies, rules, regulations, and directives.
- Manage the classroom and individual student behavior to maintain a good learning environment
- Prepare lesson plans
- Maintain accurate and complete records as required
- Attend parent/teacher conferences
- Collaborate with colleagues
- Assess student learning on a regular basis
- Follow the scope and sequence of the instructional program as defined in the Board of Education approved courses of study
- Take precautions to protect equipment, materials, and facilities
- Maintain respect for confidential information
- Attend meetings and in-services per negotiated agreement
- Contact parents through use of interim reports, report cards, and/or conferences
- Refer students suspected of learning or behavioral difficulties to the intervention assistance team

**For Special Education teachers:**

- Prepare student education plans in consultation with parents and IEP team members
- Design instruction, both individual and small group, which parallels the general education curriculum
- Act as coordinator of IEP implementation with general education staff
- Monitor student progress, participates in review and revision of IEP, as appropriate.
- Assist other professional staff in diagnosis of learning disorders, development of planned remediation and evaluation of student progress
- Maintain appropriate student data and other records and submit reports as required by State and Federal law

**For Career-Tech Teachers**

- Work with an advisory committee for the specific purpose of advising faculty and administration on the maintenance, extension and improvement of the total career and technical education program.
- Actively participate in marketing and recruiting efforts for his/her program.
- Follow up with students within six months of graduation to gather information about their postsecondary plans as required by the state.
- Travel with students to off-site training daily, as required by program

**Other Duties and Responsibilities:**

- Assist in the selection of textbooks, equipment, and other educational materials
- Establish and maintain professional relationships
- Participate in committees 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

Travel to Cuyahoga Community College to monitor and assist in the instruction of senior students

**Qualifications:**

- Criteria as set by State Certification Authorities
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Equipment Operated:**

- Various office machines
- Computer
- Calculator
- Telephone
- Overhead projector
- Compact disc player
- Printer
- TV
- VCR or DVD player
- Copy machine

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

- Ability to communicate ideas and directives clearly and efficiently, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Excellent public relations skills
- Skills that foster and facilitate learning and classroom management
- Knowledge of state and local rules governing education

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Interaction among children
- Operation of a vehicle in inclement weather conditions, i.e. being prepared to come to work on school days except calamity days
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum 50 pounds

**Required Testing**

None

**Certificates**

Appropriate ODE License

**Continuing Educ./Training**

Public School Works annually as directed by BOE

**Clearances**

Fingerprint/Background Clearance

**Evaluation:** Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

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.

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Signature

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Date

Adoption date: March 11, 2013