



## Job Description

**Job Title:** Teacher

**Classification:** Teacher Salary Schedule

**Salary Schedule:** XTE

**Department:** School Buildings

**Reports To:** Building principal or other administrator

**FLSA Status:** Exempt

**Date:** June 2019

**Approved by:** Northwest Local School District Board of Education

**Job Summary:** To direct the learning process which will contribute to the students' development as mature, able and responsible adults.

### Job Qualifications:

1. Bachelor's degree or bachelor's equivalent
2. Valid Ohio teaching certificate/license
3. Good written and verbal communication skills
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

### Essential Duties:

1. To follow courses of study and pacing guides and state standards of the appropriate grade or subject.
2. To select content and procedures for lesson plans that will achieve the purpose of individual lessons for short and long-term plans.
3. To complete long-range plans prior to the start of each quarter.
4. To use a variety of teaching methods and to adapt teaching methods and aids to the teaching situation.
5. To establish and maintain effective communication with students, parents and



other staff members and respond to (all Correspondence) promptly.

6. To provide for individual learning by recognizing differences among students and differentiating instruction
7. To motivate students to learn effectively, being cognizant of students social and emotional needs
8. To measure student progress through a wide variety of assessments and to keep students and parents informed of the progress.
9. To inform students and the principal of the quarter/term grading criteria to be used and inform them of any necessary adjustments throughout the year.
10. To strive to remain current and increase personal knowledge of the subject or subjects taught. To attend in-service training regularly.
11. To exercise good classroom management by maintaining reasonable rules of classroom conduct and encouraging student growth in self discipline and to assist in the supervision of students while on campus
12. To strive for positive rapport with students, parents and colleagues.
13. To be responsible for directing the educational growth and development of students.
14. To demonstrate enthusiasm, enjoyment, and interest in teaching.
15. To use an acceptable standard in all verbal and written communication.
16. To cooperate with other staff members for the efficient operation of the school.
17. To be punctual in carrying out all job responsibilities, and meeting all deadlines provided.
18. To seek improvement in own teaching ability and effectiveness.
19. To participate in grade level, departmental, building and district meetings.
20. To have written lesson plans available for use by substitute teachers as needed.
21. To update and maintain student grades weekly in the districts online grading system.
22. To treat personal and sensitive information about students and parents in a confidential and professional manner.
23. To immediately report all suspected cases of child abuse to the proper authorities and/or to the building principal.
24. To participate in parent conferences as requested by an administrator.
25. To attend all job related meetings as requested by an administrator.
26. To maintain all student records and reports as requested by the school, the district or the state.
27. To travel between schools if so assigned.
28. To comply with all IEP regulations and attend team meetings as asked.
29. To maintain professional dress and demeanor.



30. To abide by all of the policies and guidelines of the Northwest Local School District applicable to teachers and to all follow all district guidelines as dictated in employee handbook.
31. To perform other related duties as assigned by the administration.

## **Other Duties and Responsibilities:**

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Physical Requirements:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Terms of Employment:** 185 day contract



# NORTHWEST LOCAL SCHOOL DISTRICT

Title: Teacher

Employee: \_\_\_\_\_  
(print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

\_\_\_\_\_  
(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. I am able to perform the key functions of the position.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)