

**WESTERVILLE CITY SCHOOLS  
OFFICE OF HUMAN RESOURCES**



**JOB DESCRIPTION:  
Classroom Teacher**

**WORK SCHEDULE:**

Teaching contract, per negotiated agreement

**RESPONSIBLE TO:**

Building Principal

**QUALIFICATIONS:**

Valid State of Ohio Teaching License in teaching assignment area

**GENERAL DUTIES:**

To plan, organize, and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

**SPECIFIC DUTIES:**

1. Create a classroom environment that is conducive to learning and appropriate to the maturity, interest and abilities of students.
2. Guides the learning process toward the achievement of established district curriculum goals, establishes and communicates clear objectives to the students for all lesson, units, and projects.
3. Employ a variety of instructional techniques and instructional technology, consistent with the needs and capabilities of the individuals or student groups involved.
4. Uses relevant technology to support instruction.
5. Assess the accomplishments of students on a regular basis, provide progress reports as required, and communicate with parents.
6. Plan and supervise assignments for teacher aides, volunteers, and student teachers, and makes written evaluation as required.
7. By using appropriate instruction and action, implement the district's instructional goals, objectives, and performance expectations.
8. Design assessment instruments, collect data, and provide information for evaluation.
9. Maintain accurate, complete, and correct records, including attendance/grades as required by law, district policy, and administrative regulation.
10. Develop a code of conduct for the classroom, which is consistent with established administrative policies, and develop rules of classroom behavior.
11. Makes provision for being available to students and parents by appointment, email, or phone for education-related purposes.

12. Plan and supervise assignments for teacher aides, volunteers, and student teachers, and makes written evaluation as required.
13. Attend building and district meetings to promote communication and mutual decision-making among the staff.
14. May volunteer to serve on district committees, which develop curriculum and enhance instruction, committee work beyond the regular school day per board policy.
15. Attend established traditional school-sponsored activities per the Negotiated Agreement.
16. Other duties as assigned by the principal or designee.

*All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.*

*Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.*