

**CHIPPEWA LOCAL SCHOOLS BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Math Teacher (Grades 6-12)
Reports to:	Building Principal
Employment Status:	Regular/Full-time
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:

- Ensure safety of students
- 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 when needed
- 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
- 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
- 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 state standards as defined in the courses of study which have been approved by the Board of Education

- Employ instructional methods and materials that are most appropriate for meeting the state model learning outcomes
- Implement instructional strategies that incorporate content standards for subject matter area of expertise

Other Duties and Responsibilities:

- Attend educational field trips
- Act as a mentor for first year teachers as 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
- Discipline students when necessary
- Respond to routine questions and requests in an appropriate manner
- Provide incentives and motivation to students
- Perform other duties as assigned by the Building Principal and/or Curriculum Director

Qualifications:

- Bachelor's degree (B.A.) in education with appropriate subject area from a four-year college or university
- Successful student teaching experience
- Appropriate State of Ohio certification/license
- Meet the applicable requirement of a "highly qualified" teacher under the No Child Left Behind Act within the requirements
- 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 and classroom management skills
- Basic computer skills
- Basic first aid
- Ability to submit grades and attendance electronically

Equipment Operated:

- TV/VCR/DVD
- 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 work

- Occasionally lift, carry, push and pull various items up to a maximum of 25 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
- Occasional requirement to operate school district vehicle

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: 3-22-10