



## OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION TEACHER JOB DESCRIPTION

<b>Title:</b>	Teacher
<b>Department:</b>	Certified
<b>Building/Facility:</b>	School-wide
<b>Reports to:</b>	Principal/Superintendent
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Exempt
<b>Qualifications:</b>	Bachelor's Degree (B.A.) or equivalent from a four-year college or university Appropriate State of Ohio certificate/license Alternative to the above qualifications as the superintendent and/or board of education may find appropriate
<b>Description:</b>	Provides a positive, safe, well-disciplined, and challenging learning environment for all students in the district and teaches and evaluates all students who are under your instruction
<b>Role Model:</b>	To serve as a role model for students in how to conduct themselves as Citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice ethical principles and democratic values

### Essential Functions:

- Meets and instructs assigned classes in the locations and at the times designated
- Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district
- Prepares for classes assigned and shows written evidence of preparation upon request
- Encourages students to set and maintain standards of classroom behavior
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Evaluates student progress on a regular basis
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations
- Assists in upholding and enforcing school rules, administrative regulations, and Board Policy
- Makes provision for being available to students and parents for education-related purposes when requested to do so under reasonable terms
- Attends and participates in faculty meetings
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods
- Assists in the selection of books, equipment, and other instructional materials
- Accepts a share of responsibility for curricular activities and daily duties as assigned

- Works to establish and maintain open lines of communication with student and their parents concerning both the broad academic and behavioral progress of all assigned students
- Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
- Communication skills - Enunciates clearly in a well-modulated voice; uses proper oral and written english
- Maintains appropriate personal grooming; shows the type of grooming which is neat and appropriate
- Strives to encourage and maintain positive community relationships
- Perform other equitable duties as assigned by the building principal
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district

**Other Duties and Responsibilities:**

- Conduct parent/teacher conferences
- Attend educational field trips
- Perform lunch, recess and bus duty as requested/required

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

- Knowledge of academic area and teaching methodology
- Training in computer technology

**Equipment Operated:**

- Copy machine
- Printer
- Computer
- Telephone
- Calculator

**Additional Working Conditions:**

- Job may require (during working hours) possible overnight stay with employee's approval
- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Frequent periods of repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent standing, walking, reading, hearing, and seeing in color
- Occasional sitting, climbing, balancing, stooping, kneeling, and crouching
- Occasional lifting, carrying, pushing, and/or pulling of items up to a maximum of 25 pounds

**Oak Hill Union Local School District**

**Board of Education**

**Adoption date: 4/23/2003**

**Revision: 7/25/2018**



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## **OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION TEACHER JOB DESCRIPTION**

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.

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Superintendent

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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 further certify that I have reviewed the most current copy of the Oak Hill Union Local Board of Education Policy Manual.

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Signature

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Date