

**AYERSVILLE LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:**           **TEACHER**

**File 306**

**Reports to:**    Principal

**Job Objective:** Plans, implements, and assesses student learning experiences. Helps students make appropriate choices. Encourages parental involvement.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
  - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Complies with drug-free workplace rules and board policies.
  - Keeps current with technology and other workplace innovations that support job functions.

**Essential Functions:**    The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Teaches assigned classes. Maintains a thorough understanding of subject material. Creates effective student learning experiences. Uses formal and informal assessment strategies to monitor and manage student learning.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance student learning activities.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Prepares the assigned classroom or instructional area. Develops lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Evaluates the academic needs of students. Organizes subject content and learning goals. Develops educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles.
- Helps students take advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Plans collaborative student learning activities that encourage positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Provides opportunities for students with disabilities to participate in an inclusive educational environment.
- Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.
- Assists with team decisions regarding IAT, 504, IEP, and ETR/MFE.
- Helps prepare and implement Section 504, Individualized Education Plans (IEP), and/or other interventions for assigned students meeting eligibility requirements.
- Proctors district testing activities as directed. Upholds state required test security procedures. Helps students with content-area preparation activities.
- Maintains accurate records and submits reports on time.
- Evaluates student achievement/performance. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper care and safe use of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.

- Supervises non-classroom activities when assigned.
- Participates in occasional staff meetings.
- Encourages parent organizations and school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working  
Conditions:**

Employees are expected to comply with health/safety laws and district policies/procedures. Workers should exercise good judgment and caution when involved in the following situations.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Ayersville Local School District Board of Education and Ayersville Educational Association.

The Ayersville Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, negotiated agreements, and/or other unforeseen events.<sup>1</sup>

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<sup>1</sup> Duties shall comply with terms of negotiated agreements as delineated in the master contract.