

**MONROE BOARD OF EDUCATION
JOB DESCRIPTION**

Position/Title: **Certified Teacher**

Reports to: Building Principal

Employment Status: 185 Work Days per District Calendar (+1 day for 1st year staff)
FLSA exempt, MEA nonexempt

Salary: MEA Salary Schedule - Certified Employee

Qualifications:

1. Bachelor's degree in Education or related field.
2. Must possess a valid Ohio teaching certificate or license and meet Properly Certified or Licenced Teacher status criteria (ODE) in the grade and subject required by the position.
3. Knowledge of office procedures, filing, and computer experience with Google Apps for Ed.
4. Demonstrates a sincere desire to aid all students.
5. Good health, high moral character, and good attendance record.
6. Criminal background check or investigation that is free of violations that prohibit public school employment.

Job Summary: To provide quality education for all children in the Monroe Local Schools District.

Essential Functions:

Instruction

1. Demonstrates knowledge of the subject area.
2. Delivers directions, explanations, and instructional content in a manner that maintains student focus and engagement.
3. Employs a variety of instructional techniques.
4. Uses a variety of school and community personnel and material resources.
5. Demonstrates appropriate academic planning and organization.
6. Designs and employs a variety of objective and consistent assessment techniques when evaluating learning or development.
7. Informs students of assessment techniques to measure student knowledge or skills related directly to curriculum goals.

8. Adapts methods, activities, and materials to meet the needs of students with varying abilities.
9. Employs intervention and enrichment strategies for students in need of assistance.

Classroom Management

1. Establishes and maintains effective classroom control to meet the educational needs of the students.
2. Consistently enforces the district and building codes of conduct.
3. Develops a climate of mutual respect and cooperation as evidenced by pupil-pupil and pupil-teacher interaction.
4. Reinforces/rewards appropriate social and academic behavior and uses constructive disciplinary approaches.
5. Assists students to develop responsibility and exercise self-discipline.
6. Demonstrates the ability to handle classroom behavior problems, intervening early and employing the most appropriate techniques and personnel.
7. Active supervision of students in the classroom and as assigned.

Professional

1. Participates in continued educational experiences to remain current in the profession of education.
2. Maintains professional interactions with other educational personnel, parents, and the community.
3. Performs necessary clerical responsibilities.
4. Follows written administrative policies and procedures of the department, school and district.
5. Works independently and/or cooperatively to identify and solve professionally related problems, issues, and concerns.
6. Accepts change and constructive criticism in a professional manner.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values; and
3. Reports promptly for work and conducts expediently other duties as assigned by the principal and superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, body fluids, and tissue
2. Occasional operations of a motor vehicle under inclement weather conditions
3. Occasional interactions with unruly people
4. Ability to lift up to 50 lbs with some repetitive motion required

MONROE LOCAL SCHOOLS

JOB DESCRIPTION

CERTIFIED TEACHER

This job description in no manner or implies that these are the only duties and responsibilities to be performed by the position incumbent. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's 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 further certify that I have reviewed the most current copy of Monroe's Board of Education Personnel Policy Manual.

(Signature)

Date