

## **Wyoming City School District Job Description**

**Job Title:** Primary Teacher

**Reports To:** Building Administration

**FLSA Status:** Exempt

**Category:** Certified

**Board Adopted:** August 25, 2008

**Board Approved Revision:** March 28, 2022

### **GENERAL DESCRIPTION**

Teaches, directs and leads assigned students and works with students on continued development of skills, attitudes and knowledge needed to provide a good educational foundation and classroom environment conducive to primary education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develops lesson plans and instructional material and provides individualized and small group instructions to adapt the curriculum to the needs of each student.
- Teaches the graded course of study in assigned subject areas in the designated location and time according to the district-adopted curriculum.
- Implements through instruction and action, the district's philosophy of education, instructional goals and objectives.
- Meets and collaborates with assigned team to plan lessons, projects and field trips.
- Provides learning experiences through use of technology, videos, tapes and projects.
- Maintains up to date knowledge of technology utilized by the district.
- Administers group standardized tests and competency tests in accordance with district and state testing requirements and uses data to plan for instructional needs of students.
- Employs a variety of instructional techniques and media consistent with classroom limitations and capability and maturity of the students.
- Completes duties such as recording and reporting attendance to appropriate office, disseminating information from office concerning students and collecting and recording money for various activities.
- Performs door, lunchroom, recess, hall and other duties as applicable.
- Monitors cafeteria, hallways, restrooms and other areas of the school as assigned.
- Provides daily supervision and escorts students to special areas (i.e., art, music, PE, library, cafeteria) as applicable.
- Establishes and maintains an appropriate discipline plan for the classroom and assists in maintaining discipline within the school environment in accordance with district discipline policies.
- Establishes rapport and consistent behavior expectations with students.
- Participates in district and faculty committees and shares in sponsoring of student activities when appropriate.
- Collaborates with other teachers to identify and resolve students' health, attitude and learning concerns.
- Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports and report cards when appropriate.
- Selects and requisitions books and instructional aids and maintains required inventory records.
- Prepares substitute teachers' folder to ensure no lapse in the daily lesson plan in the absence of the regular teacher.

- Understands the benefits of participating in frequent training, curriculum development programs and committees to stay current with teaching methods and practices.
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- Reports observations to intervention specialist teachers informally and at Individualized Education Program (IEP) and 504 meetings.
- Oversees modifications in classroom when appropriate.
- Coordinates intervention for struggling students.
- Understands the benefits of being available to students and parents for education related purposes when required or requested to do so under reasonable and contractual agreement terms.
- Performs homeroom duties and collects money and fees where applicable.

### **SUPERVISORY RESPONSIBILITIES**

This job has no adult supervisory responsibilities unless an educational aide is assigned to a student or to the classroom. Responsible for supervision of students.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or higher in corresponding area.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education. Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education

### **LANGUAGE SKILLS**

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

### **OTHER SKILLS AND ABILITIES**

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for classroom instruction and record keeping. Ability to perform duties with awareness of district requirements and Board of Education policies.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*