



FAIRLAWN LOCAL SCHOOL DISTRICT

Prekindergarten Teacher Opening: Fairlawn Elementary is looking for a general education prekindergarten teacher for the 24-25 school year. The position will work closely with their full time instructional aide and other team members to meet the needs of the youngest Jets. Students at the Fairlawn prekindergarten are ages 4 and 5 and work to be ready for kindergarten the following school year. A valid Ohio Teaching license and recent background checks are required. Interested applicants should send a cover letter and a resume to Mrs. Wagner at wagner@fairlawn.k12.oh.us or call (937) 492-5930.

JOB DESCRIPTION

Title:	TEACHER	FILE 305
Reports to:	Principal	
Job Objectives:	Plan, implement, and evaluate competency-based learning experiences. Work with colleagues to ensure the provision of all services mandated by state and Federal law. Provide guidance and support to help students mature and make appropriate choices. Help students pursue their academic and vocational goals. Actively encourage parental involvement.	
Minimum Qualifications:	<ul style="list-style-type: none">•Valid State of Ohio license appropriate for the teaching assignment.•Meet all mandated health requirements (e.g., a negative tuberculosis test, etc.).•A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.	
Responsibilities and Essential Functions:	<p>The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">•Teach assigned classes as scheduled. Ensure that the learning process aligns with the district's written, implemented, and assessed curricula to meet state mandated proficiencies.•Determine the educational needs of students based on all applicable sources (e.g., student records, teacher synopses, intervention-based assessments, etc.).•Prepare written daily lesson plans that reflect the graded course of study. Create effective learning experiences. Vary instructional techniques to address individual learning styles.•Requisition the supplies necessary to carry out the educational program.•Develop and maintain a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events.	

- Maintain complete and accurate classroom records, reports, and inventories, as required by law, district policy, or administrative directive. Submit all required reports on time. Protect the confidentiality of privileged information.
- Develop and implement effective classroom management procedures.
- Help communicate school rules to students. Maintain high standards for student conduct. Uphold the student conduct code according to district policy. Protect the due process rights of students.
- Provide close supervision and take reasonable precautions to ensure student safety. Do not leave students unsupervised.
- Supervise non-classroom activities (e.g., field trips, lunchroom, study hall, recess etc.) when assigned.
- Communicate high expectations for students. Show an active interest in their important. Help students understand their personal responsibility for setting goals and achieving academic and vocational success.
- Support student progress with appropriate emotional development and interpersonal relationships.
- Help students develop critical-thinking and problem-solving skills.
- Incorporate the effective use of available technology and media resources in the classroom. Closely monitor student use of E-mail and the Internet.
- Help students who are seeking additional knowledge and/or resource materials.
- Evaluate and document student progress. Share information with staff as needed to support a team effort to address agreed upon academic goals.
- Assign grades. Provide periodic progress reports to parents (e.g., telephone calls, notes, interim reports report cards, conferences. etc.).
- Consult with staff as needed to address ongoing concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Report evidence of suspected child abuse to an appropriate authority and notify the building principal.
- Support the efforts of guidance counselors, speech/language pathologists, school psychologists, etc.
- Suggest instructional materials, equipment, or teaching techniques that will enhance the educational process.
- Make recommendations concerning the placement of students for the next year.
- Support an inclusive educational environment. Provide opportunities for students with disabilities to participate in appropriate peer group activities.
- Seek assistance as needed to identify classroom and instructional modifications that support the attainment of educational goals for students identified as having a disability.
- Make a referral for a multi-factored assessment when a need is indicated. Work with the intervention assistance team as directed. Formulate and implement section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.

- Attempt to develop rapport and maintain the confidence of students, parents, and staff. Respect the personal confidences and privacy needs of individuals. Ensure the confidentiality of privileged information.
- Make reasonable provisions to be available to parents and students for educational purposes beyond the instructional day when requested.
- Participate in after-school programs (e.g., open house, parent conferences, etc.).
- Encourage parent organizations and support student activities as time permits.
- Promote the proper use and care of school property. Keep track of school supplies and equipment used by students.
- Share equally in the responsibility for authorized committee work and school activities.
- Seek and use resources that enhance educational activities (e.g., parent groups, volunteers, government programs, colleges/universities, community/service organizations, professional associations, businesses, etc.).
- Participate in staff meetings and in-service training.
- Prepare the classroom at the beginning of the year. Retrieve books and supplies. Store supplies and equipment at the end of the school year.
- Pursue personal goals to improve future performance. Review literature and participate in a variety of activities to keep current with promising research and effective instructional strategies. Maintain licensure requirements.
- Serve as a role model for students. Demonstrate personal integrity, responsibility, impartiality, respect, and courtesy.
- Perform other specific job-related duties as directed.

Abilities

Required:

- Demonstrating professionalism and exemplary personal conduct.
- Demonstrating subject matter competence and teaching proficiency.
- Displaying enthusiasm for education and the teaching profession.
- Skillfully managing individual, group, and organizational interactions.
- Using interpersonal skills to promote a favorable image of the school district.
- Communicating an understanding of academic and behavioral objectives to parents and students.
- Expressing ideas effectively using verbal, nonverbal, and writing skills.
- Organizing and managing time effectively. Reacting productively to interruptions and changing conditions.
- Managing discipline by averting problem situations and resolving conflicts.
- Lifting, carrying, and/or moving classroom supplies and equipment.
- Helping students to take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Performing activities that may require stooping, kneeling, and/or crouching.
- Ability to travel to meetings and work assignments.
- Being punctual and maintaining a consistent attendance record.

**Supervisory
Responsibility:**

Under the direction of the principal: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned aides, student teachers, and volunteers.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Exposure to student commotion.
- Duties may require operating and/or riding in a vehicle.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Fairlawn Local School District Board of Education.

The Fairlawn Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and Federal mandates. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.