

## 2<sup>nd</sup> Grade

**POSITION:** 2nd Grade Teacher - General Education

**LOCATION:** L. Hollingworth School - Toledo, OH

Instruct students in the specific area of specialty; serve as a role model; help students learn subject matter and skills that will broaden their learning experiences and contribute to their development in order to set realistic expectations; create a classroom environment that is conducive to learning; guide the process toward the achievement of curricular goals.

### **Essential Functions**

- Ensure safety of students
- Teach and evaluate the students using a variety of instructional techniques that meet individual learning styles
- Effectively manage the classroom and individual student behavior to maintain a good learning environment, disciplining students when necessary
- Prepare clear and timely lesson plans
- Maintain accurate and complete records as required
- Provide guidance to students, which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences and personal telephone calls
- Assist the administration in implementing all procedures and rules governing student life
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Act as teacher, facilitator and information source in subject area specialty
- Teach new concepts and facilitate different activities enabling students to learn in different ways
- Act as a mentor for teachers new to the district
- Organize various subject-specific programs within assigned building
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required
- Refer attendance, health, and psychological emotional problems to Principal and/or Guidance Counselor
- Interact in a positive manner with staff, students and parents
- Make contact with the public with tact and diplomacy

- Interact with Superintendent and/or Board of Education and present information as requested
- Teach students using sound instructional practices
- Collaborate with colleagues
- Attend educational field trips
- Create a classroom environment that is conducive to learning and appropriate to the maturity of students
- Refer students suspected of learning disabilities to the intervention assistance team
- Follow the scope and sequence of the instructional program as defined by the State Department of Education content Standard, proficiency outcomes and courses of study as approved by the Board of Education
- Notify parents if student is not meeting classroom goals
- Implement instructional strategies that incorporate content standards for subject matter area of expertise
- Perform other duties as assigned by the Building Principal/Designee

### **Qualifications**

- Bachelor's degree (B.A.) in education with appropriate subject area from a four-year college or university
- Teaching Certification in designated content area
- Successful student teaching and/or student teaching experience
- Appropriate State of Ohio certification/license
- Meet the applicable requirement of a "highly qualified" teacher under the No Child Left Behind Act within the requirements
- Provide evidence of active participation in Teacher Based Team meetings
- Be able to demonstrate how you have applied knowledge and skills acquired from professional development in your content area
- Provide evidence to demonstrate knowledge of Ohio's New Learning Standards and assessments for this job vacancy
- Provide evidence to demonstrate the implementation of Ohio's New Learning Standards in your content area
- Provide documentation of student achievement and progress as it pertains to this job vacancy

### **Required Knowledge, Skills and Abilities**

- Knowledge of academic area and various teaching methodologies
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Efficient Record keeping skills
- Effective Classroom management skills
- Experience working with children

- Training in varied instructional design
- Basic computer skills

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.

## 4th ELA/Science

**POSITION:** 4th Grade English Language Arts & Science Teacher

**LOCATION:** L. Hollingworth School - Toledo, OH

Instruct students in the specific area of specialty; serve as a role model; help students learn subject matter and skills that will broaden their learning experiences and contribute to their development in order to set realistic expectations; create a classroom environment that is conducive to learning; guide the process toward the achievement of curricular goals.

### **Essential Functions**

- Ensure safety of students
- Teach and evaluate the students using a variety of instructional techniques that meet individual learning styles
- Effectively manage the classroom and individual student behavior to maintain a good learning environment, disciplining students when necessary
- Prepare clear and timely lesson plans
- Maintain accurate and complete records as required
- Provide guidance to students, which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences and personal telephone calls
- Assist the administration in implementing all procedures and rules governing student life
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Act as teacher, facilitator and information source in subject area specialty
- Teach new concepts and facilitate different activities enabling students to learn in different ways
- Act as a mentor for teachers new to the district
- Organize various subject-specific programs within assigned building
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required
- Refer attendance, health, and psychological emotional problems to Principal and/or Guidance Counselor
- Interact in a positive manner with staff, students and parents
- Make contact with the public with tact and diplomacy

- Interact with Superintendent and/or Board of Education and present information as requested
- Teach students using sound instructional practices
- Collaborate with colleagues
- Attend educational field trips
- Create a classroom environment that is conducive to learning and appropriate to the maturity of students
- Refer students suspected of learning disabilities to the intervention assistance team
- Follow the scope and sequence of the instructional program as defined by the State Department of Education content Standard, proficiency outcomes and courses of study as approved by the Board of Education
- Notify parents if student is not meeting classroom goals
- Implement instructional strategies that incorporate content standards for subject matter area of expertise
- Perform other duties as assigned by the Building Principal/Designee

### **Qualifications**

- Bachelor's degree (B.A.) in education with appropriate subject area from a four-year college or university
- Teaching Certification in designated content area
- Successful student teaching and/or student teaching experience
- Appropriate State of Ohio certification/license
- Meet the applicable requirement of a "highly qualified" teacher under the No Child Left Behind Act within the requirements
- Provide evidence of active participation in Teacher Based Team meetings
- Be able to demonstrate how you have applied knowledge and skills acquired from professional development in your content area
- Provide evidence to demonstrate knowledge of Ohio's New Learning Standards and assessments for this job vacancy
- Provide evidence to demonstrate the implementation of Ohio's New Learning Standards in your content area
- Provide documentation of student achievement and progress as it pertains to this job vacancy

### **Required Knowledge, Skills and Abilities**

- Knowledge of academic area and various teaching methodologies
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Efficient Record keeping skills
- Effective Classroom management skills
- Experience working with children

- Training in varied instructional design
- Basic computer skills

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.

## ESL

**POSITION:** English Second Language Teacher (Spanish)

**LOCATION:** L. Hollingworth School - Toledo, OH

Instruct students in the specific area of specialty; serve as a role model; help students learn subject matter and skills that will broaden their learning experiences and contribute to their development in order to set realistic expectations; create a classroom environment that is conducive to learning; guide the process toward the achievement of curricular goals.

### **Essential Functions**

- Ensure safety of students
- Teach and evaluate the students using a variety of instructional techniques that meet individual learning styles
- Effectively manage the classroom and individual student behavior to maintain a good learning environment, disciplining students when necessary
- Prepare clear and timely lesson plans
- Maintain accurate and complete records as required
- Provide guidance to students, which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences and personal telephone calls
- Assist the administration in implementing all procedures and rules governing student life
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Act as teacher, facilitator and information source in subject area specialty
- Teach new concepts and facilitate different activities enabling students to learn in different ways
- Act as a mentor for teachers new to the district
- Organize various subject-specific programs within assigned building
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required
- Refer attendance, health, and psychological emotional problems to Principal and/or Guidance Counselor
- Interact in a positive manner with staff, students and parents
- Make contact with the public with tact and diplomacy

- Interact with Superintendent and/or Board of Education and present information as requested
- Teach students using sound instructional practices
- Collaborate with colleagues
- Attend educational field trips
- Create a classroom environment that is conducive to learning and appropriate to the maturity of students
- Refer students suspected of learning disabilities to the intervention assistance team
- Follow the scope and sequence of the instructional program as defined by the State Department of Education content Standard, proficiency outcomes and courses of study as approved by the Board of Education
- Notify parents if student is not meeting classroom goals
- Implement instructional strategies that incorporate content standards for subject matter area of expertise
- Perform other duties as assigned by the Building Principal/Designee

### **Qualifications**

- Must be fluent in Spanish
- Bachelor's degree (B.A.) in education with appropriate subject area from a four-year college or university
- Teaching Certification in designated content area
- Successful student teaching and/or student teaching experience
- Appropriate State of Ohio certification/license
- Meet the applicable requirement of a "highly qualified" teacher under the No Child Left Behind Act within the requirements
- Provide evidence of active participation in Teacher Based Team meetings
- Be able to demonstrate how you have applied knowledge and skills acquired from professional development in your content area
- Provide evidence to demonstrate knowledge of Ohio's New Learning Standards and assessments for this job vacancy
- Provide evidence to demonstrate the implementation of Ohio's New Learning Standards in your content area
- Provide documentation of student achievement and progress as it pertains to this job vacancy

### **Required Knowledge, Skills and Abilities**

- Knowledge of academic area and various teaching methodologies
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Efficient Record keeping skills
- Effective Classroom management skills



- Experience working with children
- Training in varied instructional design
- Basic computer skills

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.

## Para

**POSITION:** K-3 Special Education Teacher

**LOCATION:** L. Hollingworth School - Toledo, OH

### **Essential Functions:**

- Checks with the teacher for instructions and seeks advice when expectations are unclear
- Works with small groups and/or individual students
- Upholds school policies and procedures
- Helps students with remedial and/or enrichment activities by reinforcing instruction materials introduced by the teacher
- Offers help when students ask or their behavior suggests they need assistance
- Supports an inclusive educational environment
- Helps students use assisted and/or augmentative devices
- Positions students to take full advantage of each learning environment (e.g., line-of sight, proximity to equipment, height of work surfaces, etc.)
- Complies with personal hygiene rules and standard sanitation procedures
- Actively participates in programmed recreational activities as directed
- Maintains the confidentiality of privileged information
- Takes precautions to ensure staff/student safety
- Does not leave students unsupervised
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.) and intervenes and/or reports concerns immediately
- Maintains high standards and upholds the student conduct code
- Participates in staff meetings and professional growth opportunities as directed
- Performs clerical work related to classroom activities
- Wears appropriate work attire and maintains a neat appearance

### **Knowledge, Skills & Abilities:**

- Experience working with children
- Effectively uses verbal, nonverbal, writing and listening skills
- Self-directed and able to learn required skills for the position
- Demonstrates professionalism and contributes to a positive learning environment
- Performs prescribed activities efficiently with limited supervision
- Reacts productively to interruptions and changing conditions
- Exercises self-control and perseverance when dealing with students
- Maintains an acceptable attendance record and is punctual
- Congenial disposition and strong diplomacy skills

### **Qualifications:**

- High School diploma

- Valid Ohio Department of Educational Aide Permit
- Documentation of a clean criminal record