



# Tecumseh Local Schools

9760 West National Road  
New Carlisle, Ohio 45344  
937-845-3576

Denise L. Robinson  
Treasurer

Paula Crew  
Superintendent

Ivan Gehret  
Assistant Superintendent

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## ANNOUNCEMENT OF VACANCY FOR THE 2021-2022 SCHOOL YEAR

### 7<sup>th</sup> Grade English Teacher – Tecumseh Middle School

Posting Date

April 20, 2021

Application Deadline

Until Filled

Beginning Date

2021-2022 school year

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**Qualifications:** Bachelor's Degree and valid State Department of Education license/certificate appropriate for the position;  
Meets all mandated health screening requirements;  
A record free of criminal violations that would prohibit public school employment;  
Adheres to the Licensure Code of Professional Conduct for Ohio Educators;  
Ability to establish working relationships with co-workers and function as part of a cohesive team;  
Knowledge of effective teaching practices;  
Knowledge and experience working with high school students;  
Ability to use data to monitor student progress and to drive instruction;  
Understanding of and experience with common core standards;  
Understanding of Depth of Knowledge and Assessment Literacy;  
Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures; and  
Must pass BCI/FBI Criminal Background Check;

**Required Application Materials:** Letter of interest;  
Current Resume;  
List of Professional References, including home, work, and cell phone numbers and relationship of the person to you;  
Complete set of transcripts (a copy is sufficient);  
Copy of Valid Ohio (or other state) teaching license/certificate;  
Completed district application form;  
Signed criminal history check authorization form; and  
Signed release of employment information authorization form.

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*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.  
Internal applicants need only submit letter of interest and current resume.*

**Mail or deliver the requested materials to:** Mrs. Paula Crew, Superintendent  
9760 W National Road, New Carlisle, Ohio 45344  
Phone: 937-845-3576  
Email: paula.crew@tecumsehlocal.org

*The Tecumseh Local School District is an Equal Opportunity Employer  
**Learning for All ~ Whatever it Takes!***

**TECUMSEH LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **TEACHER** **File 307**

**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 classes as scheduled. Maintains a thorough understanding of subject material. Creates effective student learning experiences. Documents teaching performance objectives. 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 district programs.
- 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 written lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Evaluates the academic needs of students. Develops meaningful educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles.
- Helps students take full 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 learning activities that encourage and support 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.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.
- 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 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 use, care, and security 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 staff meetings, conferences, and other required school activities.
- Encourages parent organizations and supports 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.
- Maintains a professional appearance. 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.

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

**Working  
Conditions:**

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

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

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

The Tecumseh 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, and other unforeseen events.