

17. Promptly and accurately handles routine matters involving reports, records and moneys.
 18. Takes all necessary precautions to protect and to maintain facilities, equipment, and materials.
 19. Returns materials to their assigned place or designated personnel promptly after use.
 20. Emphasizes and enforces safety factors within the classroom, building, and throughout school.
 21. As an extension of classroom management responsibilities, supervises students throughout the school as assigned or as circumstances require.
 22. Maintains a disciplined atmosphere appropriate to the teaching environment.
 23. Maintains a practice of good housekeeping for self and students to enhance the learning environment.
 24. Establishes reasonable classroom rules with consistent enforcement occurring in a positive way.
 25. Starts class on time, get students on task, and makes maximum use of instructional time.
- B. Staff Relationships:
1. Assists in the implementation of policies and/or regulations which are established by the School Board.
 2. Attends and participates in staff meetings and serves on staff committees.
 3. Adheres to administrative regulations and directives.
 4. Cooperates with administrative and supervisory staff in the evaluation process.
 5. Establishes and maintains cooperative relations with co-workers.
- C. Professionalism
1. Demonstrates professional ethics in activities in school and community.
 2. Demonstrates respect for the worth and dignity of each student.
 3. Engages in professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work.
 4. Assists in the planning and/or sponsorship of co-curricular activities.
 5. Makes provisions for being available to students and parents for education-related purposes.
 6. Cooperates with community agencies as they pertain to classroom activities.
 7. Demonstrates a positive view of the philosophy and objectives of the school to parents and community
 8. Abides by adopted Board of education policies and procedures.

9. Maintains a satisfactory record of punctuality and attendance.
10. Conducts all school related activities in a manner that serves as a positive influence on youth.

QUALIFICATIONS:

1. Appropriate certification as required by the Indiana Department of Education.
2. Ability to plan and organize.
3. Skills in human relations
4. Ability to communicate effectively before groups of students and parents.
5. Five years of successful high school teaching and coaching experience.
6. Other qualifications as deemed desirable by the School Board.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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 individual with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

There are no environmental hazards indicated for this position.

TERMS: Length of year and rate of pay to be determined by the School Board.

EVALUATION: Evaluation of performance on this job will be in accordance with the provision in the policy handbook.