

TEACHING APPLICATION

RISING SUN - OHIO COUNTY COMMUNITY SCHOOL CORPORATION  
110 Henrietta Street, Rising Sun, Indiana 47040  
(812) 438-2655

Date \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

For what position are you applying? \_\_\_\_\_

Are you presently under contract for next year? \_\_\_\_\_

If yes, where? \_\_\_\_\_

LICENSE INFORMATION

Date Issued \_\_\_\_\_

What state? \_\_\_\_\_

Kind and grade \_\_\_\_\_

Teaching areas covered \_\_\_\_\_

Note: Some information requested on this form may be covered in credentials. If this is true, please note such and give us the name and address of your placement office.

Mail to: Superintendent of Schools, 110 Henrietta Street, Rising Sun, Indiana 47040

List professional organizations to which you belong:

\_\_\_\_\_  
\_\_\_\_\_

What extra curricular activities can you direct?

\_\_\_\_\_  
\_\_\_\_\_

Teacher Retirement Fund Number \_\_\_\_\_

WORK AND TEACHING

| <u>Position - Grade or<br/>Where Employed</u> | <u>No. Yrs.</u> | <u>Dates</u> | <u>Salary</u> | <u>Subjects Taught</u> |
|---|-----------------|--------------|---------------|------------------------|
| _____   | _____           | _____        | _____         | _____                  |
| _____   | _____           | _____        | _____         | _____                  |
| _____   | _____           | _____        | _____         | _____                  |
| _____   | _____           | _____        | _____         | _____                  |

Have you been honorably discharged from the military? \_\_\_\_\_

EDUCATION

List below the schools you have attended and the degrees received beginning with high school.

| <u>Name of School</u> | <u>Date Attended</u> | <u>Degrees or Hours Earned</u> |
|-----------------------|----------------------|--------------------------------|
| _____                 | _____                | _____                          |
| _____                 | _____                | _____                          |
| _____                 | _____                | _____                          |
| _____                 | _____                | _____                          |
| _____                 | _____                | _____                          |

REFERENCES

List below three persons as references that were your employers or supervisors.

| <u>NAME</u> | <u>Present Address and Telephone Number</u> |
|-------------|---|
| _____       | _____                                       |
| _____       | _____                                       |
| _____       | _____                                       |

Applicant's Statement Required: Give a brief statement of your philosophy of education and any other information you may desire.

---

---

---

---

---

---

---

---

---

---

CRIMINAL RECORD

The conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

1. Have you ever had a credential certificate or license to teach denied, revoked, or suspended in Indiana or in any other state?  Yes  No
  
2. Have you ever been convicted of a felony?  Yes  No
  
3. Is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?  Yes  No
  
4. Have you ever been terminated from a position for cause?  Yes  No
  
5. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated?  Yes  No
  
6. Have you ever been investigated for, charged with or pleaded guilty or "No contest" to any crime involving the sexual abuse of any person or indecency with a minor?  Yes  No
  
7. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?  Yes  No
  
8. Have you ever pled guilty or been found guilty of any crime other than a minor traffic offense?  Yes  No

If the answer is yes to any of the above questions attach a written explanation and provide court records.

AUTHORIZATION AND RELEASE

I have read and understand the job description for a teacher at Rising Sun-Ohio County Community Schools. I certify that the information and documentation contained in my application, required for certification in Indiana, is true and accurate to the best of my knowledge and belief. Failure to disclose criminal conduct may be reason for revoking a job offer or immediate termination.

---

Signature

---

Date signed

The Rising Sun - Ohio County Community School Corporation assures that it will not discriminate against any person on the basis of race, color, religion, sex, national origin, age or disability, nor will anyone be denied the benefits of, or be otherwise subjected to discrimination in admission or access to, or treatment or employment in the conduct of its educational programs and activities and the operation of its facilities.

Inquires regarding compliance with Title IX, Section 504, the Americans with Disabilities Act, or the Federal Family and Medical Leave Act should be directed to Stephen Patz, Superintendent of Rising Sun - Ohio County Community School Corporation, Henrietta Street, Rising Sun, Indiana 47040. The telephone number is (812) 438-2655 or to the Office for Civil Rights, Washington, D.C.

## **TEACHER**

QUALIFICATIONS: Indiana Teacher Certificate required.  
Salary: Determined by Master Contract.  
Term: Determined by Master Contract.

REPORTS TO: Principal

JOB GOAL: To help the student grow academically and socially by creating a learning environment in which the teacher, student, and parents work together to help the student reach his/her potential and be a productive member of society.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for understanding the instructional program and utilizing teaching methods which consider individual needs, interests, abilities, and maturity levels of students.
2. Teach assigned course of study for his/her subject area or grade level. Indiana state standards and local standards will be used in the development of lesson plans.
3. Establish and communicate to students well-defined objectives for each work unit, project, or activity.
4. Keep a daily electronic plan and grade book in coordination with established guidelines set by the building principal.
5. Keep emergency plans for substitutes.
6. Participate in the development and revision of course outlines for the classes he/she teaches including: goals and performance objectives for students; course content; learning activities; evaluative procedures and instructional materials.
7. Plan and coordinate work for aides, other paraprofessionals and student teachers when applicable.
8. Seek to improve his/her competency by periodically participating in professional growth activities.
9. Establish classroom management procedures and structure the classroom environment in a manner that is conducive to learning.
10. Identify pupil needs and cooperate with other staff members in helping students resolve health, attitude, and learning problems.

11. Evaluate and record student progress on a regular basis in accordance with state law and corporation guidelines. Progress of students will be reported to administration and/or parents as needed and/or required.
12. Keep pupil attendance records and report excessive absence or tardiness to administration.
13. Responsible for supervision of students in his/her direct charge, and supervise other students as needed.
14. Hold conferences with individual students, parents, and/or administration when necessary.
15. Assure student health and safety by being alert to unusual mental or physical conditions of students. The teacher is responsible to provide a safe environment for students.
16. Report student illness or injury to administration or school nurse.
17. All money will be collected through the office under the supervision of the building treasurer or lunch treasurer.
18. Attend staff meetings and in-service programs.
19. Serve on committees or work on assignments as requested.
20. Observe work hours designated by administration and/or by the Master Contract and remain on duty through prescribed time.
21. Advise administration as soon as possible prior to absence from school.
22. Cooperate with the principal to develop an evaluation system that is within corporation guidelines.
23. Other duties that may be assigned by the building principal.