



## ***Albert Einstein Academy of Ohio***

Tuition Free, Public Community Schools K-12

Lakewood, North-Olmsted, and Strongsville

440-471-4982 / 440-617-6809 fax

[www.aeaohio.org](http://www.aeaohio.org)

*Kristen Thomas, M.S.  
Superintendent of Schools*

### **Job Description**

**Albert Einstein Academy of Ohio, Inc.**

#### **Teacher**

Board adopted September 2017

Revised/re-adopted February 2018

Revised/re-adopted September 2019

Revised/re-adopted April 2020

Revised/re-adopted November 2023

### **Performance responsibility:**

- Administers and develops subject specific assessments to assess student competency levels and/or develop individual learning plans. These tests include all required state and local assessments.
- Prepares weekly lesson plans and quarterly mapping plans following district and state guidelines which will be shared with the Director of Curriculum for weekly review.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals to provide feedback to students, parents, and administration. Keep all electronic grading updated weekly.
- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources to improve the overall quality of student outcomes.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments to provide an effective program that addresses individual student requirements/needs.
- Instructs students to improve their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments.
- Participate in a variety of meetings and professional development activities to gather information required to perform functions and to improve student achievement.
- Prepares a variety of written materials to document student progress and meeting mandated requirements.
- Completes other tasks as assigned.

### **Education and experience**

- Bachelor's Degree
- Current valid Ohio teaching license
- Knowledge of State Standards and Extended Standards
- Successful completion of a background check
- Ability to work well under pressure as well as effectively prioritize and execute tasks to meet deadlines consistently.
- Understanding and ability to manage confidential information
- Exemplary written and verbal communication skills
- High ethical standards with personal integrity with the ability to convey a positive public image.
- Cultural sensitivity and responsiveness.
- Ability to work on accomplishing multiple goals simultaneously.
- Strong interpersonal and communication skills.
- Effective communicator (oral, written, using communication tools such as texting, email).

### **Essential Job Functions:**

- Must be able to travel between district facilities when scheduled to do so
- Must be able to lift 25lbs.

- Must be able to function in a typical school setting.
- Mobility within the school including movement from floor to floor.
- Travel via car may be required to perform this job.
- Must be able to work more than 40 hours per week when school or district needs warrant
- Must be able to access information using a computer.
- Effectively communicate, both up and down the management chain.
- Effectively cope with stressful situations
- Strong mental acuity
- Regular, dependable attendance and punctuality are essential functions of this job.
- Other essential functions and marginal job functions are subject to modification.

**Equal employment opportunity:**

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition, genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

**ANY PERSON WHO KNOWLING MAKE A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE OHIO REVISED CODE, WHICH IS A MISDEMEANOR OR THE FIRST DEGREE.**