

**THE TWINSBURG BOARD OF EDUCATION**  
**AGENDA FOR THE REGULAR MEETING OF**  
**Wednesday, April 16, 2025 – 6:30 p.m.**  
**Twinsburg Government Center, 10075 Ravenna Road, Twinsburg, OH 44087**  
This meeting will also be livestreamed at:  
[https://youtube.com/live/9\\_FxlbZapfE](https://youtube.com/live/9_FxlbZapfE)

Per BOE Policy #0160: “This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item (F).”

A. CALL TO ORDER

B. ROLL CALL

\_\_\_\_\_  
Crawford      Davis      Egan      Hamilton      Travis

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA/ADDENDUM ITEMS

\_\_\_\_\_  
Crawford      Davis      Egan      Hamilton      Travis

E. COMMUNICATIONS

1. Board President’s Report
2. Superintendent’s Report
  - *Students of the Month/Building Highlights:*
    - Samuel Bissell Elementary
    - R.B. Chamberlin Middle School
3. Committee Reports

F. REMONSTRANCE

Persons wishing to address the Board of Education should submit a blue card (found in the lobby) to the Treasurer prior to the meeting so they may be recognized by the Board President and welcomed to make comment. No formal action will be taken on subjects that are not included on this agenda until the Board has had an opportunity to study them. Comments regarding personnel must be submitted in writing through the Office of the Superintendent. Although there is normally adequate time for citizens to express themselves at a Board meeting, if several people wish to speak, each person will be allotted five (5) minutes until the total time of thirty (30) minutes is used. Each person addressing the Board is asked to give his/her name and address.

G. TREASURER'S REPORT/RECOMMENDATIONS

	<b>Meeting Minutes</b>	
1.	RESOLVE that the Twinsburg Board of Education approves the following meeting minutes: Regular Meeting of April 2, 2025 as sent to the Board under separate cover.	

\_\_\_\_\_  
Crawford

\_\_\_\_\_  
Davis

\_\_\_\_\_  
Egan

\_\_\_\_\_  
Hamilton

\_\_\_\_\_  
Travis

H. ACTION ITEMS/PERSONNEL

	<b>Employment, Certificated</b>	
1.	RESOLVE that the Twinsburg Board of Education accepts the <u>Certificated/Licensed Personnel</u> and/or contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background checks.	EXHIBIT H-1
	<b>Employment, Classified</b>	
2.	RESOLVE that the Twinsburg Board of Education accepts the <u>Classified Personnel</u> and/or contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background checks.	EXHIBIT H-2
	<b>Employment, Supplemental Contracts</b>	
3.	RESOLVE that the Twinsburg Board of Education accepts the <u>Supplemental Contract</u> recommendations detailed in the attached Exhibit as per the dates, terms and other applicable conditions specified, pending satisfactory ORC background checks.	EXHIBIT H-3

\_\_\_\_\_  
Crawford

\_\_\_\_\_  
Davis

\_\_\_\_\_  
Egan

\_\_\_\_\_  
Hamilton

\_\_\_\_\_  
Travis

I. ACTION ITEMS/NEW BUSINESS

	<b>Inventory Deletions - Media Center</b>	
1.	RESOLVE that the Twinsburg Board of Education approves the attached listing of Media Center items to be deleted from inventory; per the attached Exhibit.	EXHIBIT I-1
	<b>Agreement - Alliance for Healthy Youth 2025/2026 School Year</b>	
2.	RESOLVE that the Twinsburg Board of Education approves the Program Site Agreement with the Alliance for Healthy Youth to provide Healthy Relationship Risk Avoidance Education for Grades 7-9 for the 2025/2026 school year; as sent to the Board under separate cover.	
	<b>Course of Study - Honors Spanish III - Twinsburg High School</b>	
3.	RESOLVE that the Twinsburg Board of Education approves the Honors Spanish III course of study at Twinsburg High School. The adoption was approved by the District Curriculum/Technology Committee on April 7, 2025; as sent to the Board under separate cover.	

	<b>Course of Study – Honors French III – Twinsburg High School</b>	
4.	RESOLVE that the Twinsburg Board of Education approves the Honors French III course of study at Twinsburg High School. The adoption was approved by the District Curriculum/Technology Committee on April 7, 2025; as sent to the Board under separate cover	
	<b>Course of Study – Honors American Sign Language III – Twinsburg High School</b>	
5.	RESOLVE that the Twinsburg Board of Education approves the Honors American Sign Language III course of study at Twinsburg High School. The adoption was approved by the District Curriculum/Technology Committee on April 7, 2025; as sent to the Board under separate cover.	
	<b>Course of Study – Cybersecurity I – Twinsburg High School</b>	
6.	RESOLVE that the Twinsburg Board of Education approves the Cybersecurity I course of study at Twinsburg High School. The adoption was approved by the District Curriculum/Technology Committee on April 7, 2025; as sent to the Board under separate cover.	
	<b>Course of Study – Human Growth and Development – George G. Dodge Intermediate School</b>	
7.	RESOLVE that the Twinsburg Board of Education approves the Body Wise for 5 <sup>th</sup> grade Human Growth and Development Curriculum course of study at George G. Dodge Intermediate School. The adoption was approved by the District Curriculum/Technology Committee on April 7, 2025; as sent to the Board under separate cover.	
	<b>Job Description Revisions</b>	
8.	RESOLVE that the Twinsburg Board of Education approve the revised Job Descriptions for the following; per the attached Exhibit:  <p style="text-align: center;">Teacher – Special Education  Teacher – Special Education Preschool  Teacher – Orchestra  Teacher – Academic Coach  Teacher – Preschool  English Language Teacher</p>	EXHIBIT I-8
	<b>Agreement – LearnWell</b>	
9.	RESOLVE that the Twinsburg Board of Education approves the Agreement with LearnWell to provide educational services to one (1) student while hospitalized. The cost is not to exceed \$1,775.00 and is a General Fund expenditure; as sent to the Board under separate cover.	
	<b>Service Agreement – Education Alternatives</b>	
10.	RESOLVE that the Twinsburg Board of Education approves a Service Agreement with Education Alternatives, 5445 Smith Road, Cleveland, OH 44142 for two (2) students to attend for the remainder of the 2024-2025 school year. Tuition cost is \$15,904.00 for both students; as sent to the Board under separate cover; this is a General Fund expenditure.	
	<b>Service Agreement (Additional Services needed) – Education Alternatives</b>	
11.	RESOLVE that the Twinsburg Board of Education approves a Service Agreement with Education Alternatives, 5445 Smith Road, Cleveland, OH 44142 for one-on-one aide services for one (1) student for the 2024-2025 school year. The original contract was previously approved on 6/26/2024 but did not include the aide services. Cost for additional services is \$23,182.00; as sent to the Board under separate cover; this is a General Fund expenditure.	

<b>Second Reading of Revised, New, Renumbered and Rescinded Board of Education Policies and Bylaws</b>		
12.	RESOLVE that the Twinsburg Board of Education approves the first reading of the revised Board of Education Policies and Bylaws as noted below:	
0100	Revised Bylaw	Definitions (Bylaws)
0142.1	Revised Bylaw	Oath (Bylaws)
0151	Revised Bylaw	Organizational Meeting (Bylaws)
0152	Revised Bylaw	Officers (Bylaws)
0155	Revised Bylaw	Committees (Bylaws)
0163	Revised Bylaw	Presiding Officer (Bylaws)
0164	Revised Bylaw	Notice of Meetings (Bylaws)
0165	New Bylaw	Board Meetings (Bylaws)
0165.1	Rescind Bylaw	Regular Meetings (Bylaws)
0165.2	Rescind Bylaw	Special Meetings (Bylaws)
0166	New Bylaw	Agendas (Bylaws)
0167.2	Renumbered Bylaw	Executive Session (Bylaws)
0167.7	Renumbered Bylaw	Use of Personal Communication Devices (Bylaws)
0173	Rescind Bylaw	Board Officers (Bylaws)
1130	Revised Policy	Conflict of Interest (Administration)
2265	New Policy	Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology (Program)
2340	Revised Policy	Field and Other District-Sponsored Trips (Program)
3113	Revised Policy	Conflict of Interest (Professional Staff)
4113	Revised Policy	Conflict of Interest (Classified Staff)
4120.08	Revised Policy	Employment of Personnel for Co-Curricular/Extra-Curricular Activities (Classified Staff)
4121	Revised Policy	Criminal History Record Check (Classified Staff)
5131	Revised Policy	Student Transfers (Students)
5136	Revised Policy	Personal Communication Devices (Students)
5136.01	Revised Policy	Electronic Equipment (Students)
5200	Revised Policy	Attendance (Students)
5223	New Policy	Released Time for Religious Instruction During the School Day (Students)
5500	Revised Policy	Student Conduct (Students)
5780	Revised Policy	Student/Parent Rights (Students)
5780.01	New Policy	Parents' Bill of Rights (Students)
6110	Revised Policy	Grant Funds (Finances)
6111	Revised Policy	Internal Controls (Finances)
6112	Revised Policy	Cash Management of Grants (Finances)
6114	Revised Policy	Cost Principles – Spending Federal Funds (Finances)
6320	Revised Policy	Purchasing and Bidding (Finances)
6325	Revised Policy	Procurement – Federal Grants/Funds (Finances)
6460	Revised Policy	Vendor Relations (Finances)
6550	Revised Policy	Travel Payment & Reimbursement/Relocation Costs (Finances)
7310	Revised Policy	Disposition of Surplus Inventory (Property)
7421	New Policy	Restrooms, Locker Rooms, Shower Rooms, and Changing Rooms (Property)
7450	Revised Policy	Property Inventory (Property)
7530.02	Revised Policy	Staff Use of Personal Communication Devices (Property)
7540.03	Revised Policy	Student Technology Acceptable Use and Safety (Property)
7540.04	Revised Policy	Staff Technology Acceptable Use and Safety (Property)
7540.09	New Policy	Artificial Intelligence (AI) (Property)
8310	Revised Policy	Public Records (Operations)
9160	Revised Policy	Public Attendance at School Events (Relations)

	<b>Agreement – The University of Akron, EJ Thomas Hall, Commencement 2026</b>	
13.	RESOLVE that the Twinsburg Board of Education approves an Agreement with The University of Akron, 198 Hill Street, Akron, OH 44325, for the use of the Edwin J. Thomas Performing Arts Hall in Akron, OH for the purpose of the Twinsburg High School Graduation on Tuesday, May 26, 2026 with rehearsal on Friday, May 22, 2026 at a cost of \$8,210.56; this is a General Fund expenditure; as sent to the Board under separate cover.	
	<b>Overnight/Extended Student Trip – Twinsburg High School Baseball Team</b>	
14.	RESOLVE that the Twinsburg Board of Education approves the <i>Proposal for an Overnight/Extended Student Trip</i> for students on the Twinsburg High School Varsity Baseball Team to travel to Toledo, Ohio to compete against other high school baseball teams. Students will depart on April 11, 2025 and return on April 12, 2025. This trip is being paid in full with funds from the Twinsburg Athletic Booster Baseball account; as sent to the Board under separate cover.	
	<b>Agreement – Twins Days</b>	
15.	RESOLVE that the Twinsburg Board of Education approves an agreement with Twins Days, Inc., 9825 Ravenna Road, Twinsburg, Ohio 44087, to let and lease Board of Education property at R.B. Chamberlin Middle School, George G. Dodge Intermediate School, and Twinsburg High School for the annual Twins Days Festival, scheduled for August 1-3, 2025; as sent to the Board under separate cover.	

\_\_\_\_\_  
Crawford

\_\_\_\_\_  
Davis

\_\_\_\_\_  
Egan

\_\_\_\_\_  
Hamilton

\_\_\_\_\_  
Travis

	<b>Textbook Purchase – Spanish I, II, and III at R.B. Chamberlin and Twinsburg High School</b>	
16.	RESOLVE that the Twinsburg Board of Education approves the purchase of <b><i>Reporteros I, II, and III</i></b> by Klett World Languages, Inc. (c. 2021, 9788418224263, 9788418907036, and 9788418907067), 320 W Ohio St., Ste. 3W, Chicago, IL 60654 at the cost of \$102,498.58 for class sets plus 1-year online access for Spanish I, II, and III at R.B. Chamberlin and Twinsburg High School. The adoption was approved by the District Curriculum/Technology Committee on April 7, 2025. This is a Permanent Improvement Fund expenditure; as sent to the Board under separate cover.	

\_\_\_\_\_  
Crawford

\_\_\_\_\_  
Davis

\_\_\_\_\_  
Egan

\_\_\_\_\_  
Hamilton

\_\_\_\_\_  
Travis

	<b>Approval of Revised, New, Renumbered and Rescinded Board of Education Policies and Bylaws</b>	
17.	RESOLVE that the Twinsburg Board of Education approves the revised, new, renumbered and rescinded Board of Education Policies and Bylaws as noted in J-12 above.	

\_\_\_\_\_  
Crawford

\_\_\_\_\_  
Davis

\_\_\_\_\_  
Egan

\_\_\_\_\_  
Hamilton

\_\_\_\_\_  
Travis

	<b>Grievance Level 4 Determination – Molly Manley</b>	
18.	RESOLVE that the Twinsburg Board of Education denies the Level 4 Grievance as submitted by employee Molly Manley.	

\_\_\_\_\_  
Crawford

\_\_\_\_\_  
Davis

\_\_\_\_\_  
Egan

\_\_\_\_\_  
Hamilton

\_\_\_\_\_  
Travis

J. MISCELLANEOUS

K. ADJOURNMENT

\_\_\_\_\_  
Crawford

\_\_\_\_\_  
Davis

\_\_\_\_\_  
Egan

\_\_\_\_\_  
Hamilton

\_\_\_\_\_  
Travis

Upon request to the Treasurer, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity.

**Recordings of the Board of Education meeting are made and kept at the Board of Education Office. Video recordings and Board approved Minutes will be published on the District’s website, following approval by the Board of Education.**

The next Special Meeting/Work Session of the Twinsburg Board of Education is scheduled for **Wednesday, April 16, 2025**, immediately following the Regular Board of Education Meeting.

The next regular meeting of the Twinsburg Board of Education is scheduled for **Wednesday, May 7, 2025 at 6:30 p.m.** at the Twinsburg Government Center.

**Certificated Staff Recommendations**  
**April 16, 2025**

<b>CONTRACTS - ADMINISTRATIVE</b>				
<b>Last Name, First Name</b>	<b>Position</b>	<b>Building(s)</b>	<b>Effective</b>	<b>Notes</b>
Beaumont, Ryan	Principal	RBC	2025/2026	Two-Year Limited Contract, 217 days; compensation commensurate with Administrative Salary Schedule

<b>CONTRACTS</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Rate</b>	<b>Effective</b>	<b>Notes</b>
Beaumont, Ryan	Principal	RBC	Per diem	June/July 2025	Consultant contract for up to twenty (20) days prior to 7/28/2025
Bhullar, Harnoor	OST Translator/Interpreter	Various	\$90/section	2024/2025	Up to ten (10) sections total for the Ohio State Test for 2024-2025 school year; this is a General Fund expense, to be reimbursed by the Ohio Department of Education
Bradshaw, Adam	Teacher	THS	\$34.58/hr.	June 4 – June 25, 2025	Summer Credit Recovery Substitute; up to sixty-eight (68) hours; per timesheet; this is a General Fund expenditure
Butler, Allison	Teacher	THS	\$30.72/hr.	April – July 2025	Spanish I, II, & III course prep; up to thirty (30) hours; Title 2A expenditure
Drain, Nancy	Teacher	THS	\$30.72/hr.	April – July 2025	Spanish I, II, & III course prep; up to thirty (30) hours; Title 2A expenditure
Hampton, Peter	Teacher	THS	\$30.72/hr.	June – July 2025	Attendance at AP Music Theory Summer Institute and prep for coursework; up to forty (40) hours; Title 2A expenditure
Ianni, Lisa	Teacher	Wilcox	\$34.58/hr.	2/24/2025 – 3/21/2025	To provide Home Instruction to one (1) student; not to exceed twenty (20) hours; General Fund expenditure
Ripple, Matthew	Teacher	THS	\$34.58/hr.	June 4 – June 25, 2025	Summer Credit Recovery; up to sixty-eight (68) hours; this is a General Fund expenditure
Sabo, Alexis	Teacher	THS	\$34.58/hr.	June 4 – June 25, 2025	Summer Credit Recovery; up to sixty-eight (68) hours; this is a General Fund expenditure
Santiago, Omar	Teacher	THS	\$30.72/hr.	April – July 2025	Spanish I, II, & III course prep; up to thirty (30) hours; Title 2A expenditure

Wasinski, Angie	Teacher	RBC/THS	\$30.72/hr.	April – July 2025	Spanish I, II, & III course prep; up to thirty (30) hours; Title 2A expenditure
-----------------	---------	---------	-------------	-------------------	---------------------------------------------------------------------------------

<b>LEAVE OF ABSENCE</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Effective</b>	<b>Days</b>	<b>Notes</b>
Henderson, Alecia	School Counselor	RBC	1/06/2025 – 6/06/2025	60 days	Intermittent FMLA concurrent with sick leave; not to exceed 60 days
Tornow, Ashley	Teacher	THS	7/29/2025 – 10/21/2025*	60 days	FMLA concurrent with sick leave; not to exceed 60 days; six (6) or eight (8) weeks paid based on delivery date; remaining days will be unpaid

<b>RESIGNATIONS/RETIREMENTS</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Effective</b>	<b>Notes</b>	
Keller, Teri	Teacher	THS	5/31/2025	Resignation; participating in the program sponsored by EPC; originally approved 11/06/2024 as a Retirement	

**Classified Staff Recommendations  
April 16, 2025**

<b>CONTRACTS</b>					
<b>Last Name, First Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Rate/Step</b>	<b>Effective</b>	<b>Notes</b>
Galamarini, Lydia	Software Support Specialist	Board of Education Office	\$21.48/hr. Step 1	5/19/2025	217 days, seven and one-half (7.5) hours per day, effective the 2025/2026 school year; up to fifty (50) days at hourly rate between 5/19/2025 and 7/25/2025; replacing Linda Garner who is retiring
Leacoma, Kelly	Data Specialist	Board of Education Office	\$29.70/hr. Step 1	4/21/2025	260 days prorated for the 2024/2025 school year; eight (8) hours per day; replacing Carol Friihauf who is retiring

<b>LEAVE OF ABSENCE</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Effective</b>	<b>Days</b>	<b>Notes</b>
Hiller, Michael	Bus Driver	Transportation	1/21/2025 – 4/01/2025	55 days	FMLA concurrent with sick leave; not to exceed 60 days
Zeller, Paul	Custodian	Wilcox	10/15/2024 – 3/05/2025	60 days	FMLA concurrent with sick leave; not to exceed 60 days

<b>RESIGNATIONS/RETIREMENTS</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Effective</b>	<b>Notes</b>	
Levi, Richard	Mechanic	Transportation	6/30/2025	Retirement – 5.5 years of service to the District	

<b>SUBSTITUTES</b>					
<b>Name</b>	<b>Classification</b>	<b>Effective</b>	<b>Hourly Rate</b>	<b>Notes</b>	
Watson, Jacqueline	Cook	11/13/2024			

**Extracurricular Contracts  
April 16, 2025**

<b>EXTRACURRICULAR</b>					
<b>Name</b>	<b>Contract</b>	<b>Bldg(s)</b>	<b>Effective</b>	<b>% of Base</b>	<b>Notes</b>
Cardaman, Kate	Greenfield Chaperone	Dodge	5/01/2025 – 5/02/2025	\$300/night	Alternate; previously approved on 3/05/2025 as a Camp Fitch Chaperone; correct contract is a Greenfield Chaperone
Cardaman, Kate	Greenfield Chaperone	Dodge	5/08/2025 – 5/09/2025	\$300/night	Previously approved on 3/05/2025 as a Camp Fitch Chaperone; correct contract is a Greenfield Chaperone
Crichlow, Garrett	Boys Track Assistant Coach	THS	Effective 4/04/25 for 2024/2025	0.77%	
Williams, Kelly	Greenfield Chaperone	Dodge	5/01/2025 – 5/02/2025	\$300/night	Alternate; previously approved on 3/05/2025 as a Camp Fitch Chaperone; correct contract is a Greenfield Chaperone

## Wilcox Primary School

Barcode:	Dewey:	Book Title:	Author:	Pub:
34150046104272	372.4 HOL	How many wheels? and other stories : a red rocket readers collection / written by Pam Holden	Holden, Pam	2018
34150046112952	523.1 RUS	The milky way / by Martha E. H. Rustad	Rustad, Martha E. H. (Martha Elizabeth Hillman), 1975-	2012
34150046125913	552 TOM	National Geographic Kids. Everything rocks and minerals / by Steve Tomecek with National Geographic explorer Carsten Peter	Tomecek, Steve	2011
34150300034025	597.3 NUZ	Bull shark / by Deborah Nuzzolo	Nuzzolo, Deborah	2009
34150046075308	636.73 RAK	Saint Bernards / by Jody Sullivan Rake	Rake, Jody Sullivan	2006
34150045152355	636.8 MIL	Birman cats / by Connie Colwell Miller	Miller, Connie Colwell, 1976-	2009
34150046075423	636.8 PER	Maine coon cats / by Wendy Perkins	Perkins, Wendy, 1957-	2008
34150045035733	636.9 MOR	Me and my pet rabbit / Christine Morley and Carole Orbell ; illustrations by Brita Granström	Morley, Christine	1997
34150046139088	741.5 FLY	Sonic the Hedgehog 30th anniversary celebration / Ian Flynn, Gale Galligan, Clint, Justin, Travis & Griffin McElroy	Flynn, Ian	2021
34150046184357	796.332 COH	Miami Dolphins / Nate Cohn	Cohn, Nate	2018
34150045049791	FIC DIC	Mercy Watson fights crime / Kate DiCamillo	DiCamillo, Kate	2006
34150045059253	FIC PAR	Junie B. Jones is (almost) a flower girl / by Barbara Park ; illustrated by Denise Brunkus	Park, Barbara	2000
34150045062331	FIC PAR	Junie B. Jones is not a crook / by Barbara Park ; illustrated by Denise Brunkus	Park, Barbara	2000
34150045157446	FIC PIL	Dog Man unleashed / written and illustrated by Dav Pilkey as George Beard and Harold Hutchins ; with interior color by Jose Garibaldi	Pilkey, Dav	2017
34150045137166	FIC PIL	Beard and Harold Hutchins ; with interior color by Jose Garibaldi	Pilkey, Dav	2017
34150046137561	FIC PIL	Dog Man. Brawl of the wild / written and illustrated by Dav Pilkey as George Beard and Harold Hutchins	Pilkey, Dav, 1966-	2019
34150041008932	LIT 919.8904 KUL	Sea of ice : the wreck of the Endurance / by Monica Kulling ; illustrated by John Edens	Kulling, Monica	1999
34150040039086	LIT BAN	The paper crane / Molly Bang	Bang, Molly	1985
34150045148940	LIT COU	Danny's special tree / written and photographed by Mia Coulton	Coulton, Mia	2008
34150045124917	LIT DEA	Pete the Cat and the new guy / Kimberly and James Dean	Dean, Kim, 1969-	2014
34150045157123	LIT DEM	The boy who painted dragons / Demi	Demi	2007
34150045161760	LIT DEP	The popcorn book / [written and illustrated by] Tomie de Paola	De Paola, Tomie	1978
34150045161778	LIT DEP	The popcorn book / [written and illustrated by] Tomie de Paola	De Paola, Tomie	1978
34150040033857	LIT FRE	Mop top / story and pictures by Don Freeman	Freeman, Don	1955
34150040003736	LIT FRE	Corduroy / story and pictures by Don Freeman	Freeman, Don, 1908-1978	1968
34150040051495	LIT GAC	What's Claude doing? / Dick Gackenbach	Gackenbach, Dick	1984
34150046185842	LIT HIG	Bruce's big move / Ryan T. Higgins	Higgins, Ryan T	2017
34150045129700	LIT HIG	Mother Bruce / Ryan T. Higgins	Higgins, Ryan T	2015
34150045069096	LIT KAN	Pink around the rink / by Victoria Kann	Kann, Victoria	2010
34150045069062	LIT LAG	Go, go, go! / by Melissa Lagonegro ; illustrated by Ron Cohee, Art Mawhinney, and the Disney Storybook Artists	Lagonegro, Melissa	2011
34150046065754	LIT LAG	Sweethearts in the snow / by Melissa Lagonegro ; illustrated by Peter Emslie and Elisa Marrucchi	Lagonegro, Melissa	2003
34150002223819	LIT MCH	Poodlena / by E.B. McHenry	McHenry, E. B	2004
34150040034236	LIT MIL	Mousekin's Christmas Eve / Story and pictures by Edna Miller	Miller, Edna, 1920-	1965
34150045052761	LIT PAR	Hugs and Hearts / by Toni Trent Parker ; photographs by Earl Anderson	Parker, Toni Trent	2002
34150045004127	LIT RAU	Shoo crow, shoo! / written by Dana Meachen Rau ; illustrated by Mary Rojas	Rau, Dana Meachen, 1971-	2001
34150045117325	LIT SIL	Turkey trouble / by Wendi Silvano ; illustrated by Lee Harper	Silvano, Wendi J	2009
34150046184076	LIT WIL	My new friend is so fun! / by Mo Willems	Willems, Mo	2014
34150046185933	LIT WIL	The pigeon needs a bath! / words and pictures by Mo Willems	Willems, Mo	2014

## Media Center Items for Deletion

2024-25 School Year

34150300233890	LIT WIL	The pigeon will ride the roller coaster! / words and pictures by Mo Willems	Willems, Mo	2022
34150045006601	LIT ZIE	Halloween parade / Harriet Ziefert ; pictures by Lillie James	Ziefert, Harriet	1994
34150045096453	MISC 551.5 WHA	What's the weather? / [illustrated by Jo Moon]	Moon, Jo	2008
34150045152330	MISC ROF	Little Bo Peep and other rhymes / Maureen Roffey	Roffey, Maureen	1996



## Twinsburg City School District JOB DESCRIPTION

**Title:** TEACHER – SPECIAL EDUCATION **File 314**

**Reports to:** Director of Pupil Services and Principal

**Description:** Plans, implements, and evaluates student learning experiences using a differentiated curriculum. Helps students manage behavior, identify goals, and make appropriate choices. Encourages parental involvement.

### Minimum Qualifications:

- Valid Ohio Teacher’s License or Certificate appropriate for the assignment.
- Meets all mandated health requirements.
- Documented evidence of a clear criminal record (FBI and BCI).
- Training in physical and behavioral management techniques.
- Trained in ALICE school safety process.
- **Completion of Appropriate ODEW Science of Reading Pathway.**

### Supervisory Responsibility:

Under the direction of the Director of Pupil Services and Principal; plans work assignments, provides instructions, and communicates expectations to assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

### Duties and Responsibilities:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepares the assigned classroom. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.
- Teaches scheduled classes in inclusive and resource room settings. Creates effective learning experiences. Ensures that written lesson plans align with the District’s adopted course of study and continuous improvement plan.
- Modifies coursework and assignments as outlined in each IEP.
- Ensures that written lesson plans are available.
- Upholds Board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Complies with State model policies and procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Implements effective classroom management procedures. Maintains high standards and upholds the student conduct code.
- Implements behavior modification plans. Counsels students to acknowledge and manage responsible personal conduct.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Evaluates the needs of students based on all available information. Plans student



- interventions. Varies instructional techniques to address individual learning styles.
- Communicates high expectations and shows an active interest in student progress.
  - Helps students develop critical-thinking, problem-solving, and creativity skills.
  - Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
  - Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.
  - Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
  - Helps students prepare for State and District tests and/or alternative assessments.
  - Maintains accurate records and submits reports on time.
  - Respects personal privacy. Maintains the confidentiality of privileged information.
  - Evaluates students and assigns grades. Prepares periodic progress reports. Consults with parents on a regular basis (e.g., telephone calls, messages, etc.).
  - Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
  - Reports evidence of suspected child abuse as required by law.
  - Makes a referral to the student assistance team when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for the identified student.
  - Contributes to multi-factored evaluation reports. Meets with parents and staff to discuss, review, and develop METR and IEP's. Implements classroom activities for assigned students.
  - Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
  - Serves as a resource to teachers with special education students in their classrooms. Reinforces concepts introduced in inclusive educational settings.
  - Work with community services associated with students' programs (e.g., law enforcement, health care facilities, child welfare services, etc.).
  - Modifies test protocols as needed (e.g., prepares study guides, reads test questions, transcribes student responses, provides additional time, etc.).
  - Takes precautions to ensure student safety. Does not leave students unsupervised.
  - Supervises non-classroom activities when assigned.
  - Participates in open houses, parent conferences, and other required school events.
  - Participates in staff meetings and professional growth opportunities.
  - Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
  - Performs other specific job-related duties as directed.

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

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Performs activities that may require reaching, crouching, crawling and/or kneeling.
- Uses self-control, perseverance, and physical skill to manage students.



- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working Conditions:**

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require dispensing medications.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: August 21, 2000

Revised: March 22, 2018





# Twinsburg City School District

## JOB DESCRIPTION

**Title:** TEACHER – SPECIAL EDUCATION PRESCHOOL **File 315**

**Reports to:** Director of Pupil Services and Principal

**Description:** Plans, implements, and evaluates student learning experiences designed to address a wide range of maturity and skill levels. Helps students develop language, social, and motor skills. Encourages parental involvement.

### Minimum Qualifications:

- Valid Ohio Teacher’s License or Certificate appropriate for the assignment.
- Meets all mandated health requirements.
- Documented evidence of a clear criminal record (FBI and BCI).
- Training in physical and behavioral management techniques.
- Trained in ALICE school safety process.
- **Completion of Appropriate ODEW Science of Reading Pathway.**

### Supervisory Responsibility:

Under the direction of the Principal: plans work assignments, provides instructions, and communicates expectations to assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

### Duties and Responsibilities:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepares the assigned classroom. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.
- Teaches scheduled classes. Creates effective learning experiences. Ensures that written lesson plans align with the district’s adopted course of study and continuous improvement plan.
- Ensures that written lesson plans are available the week before implementation.
- Upholds Board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Complies with State model policies and procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Facilitates the transition process for students entering or leaving the program.
- Implements effective classroom management procedures. Maintains high standards and upholds the student conduct code.
- Seeks community partnerships that enhance program activities.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.



- Identifies problems that may impede learning and/or the social integration of preschool students. Helps identify families that may need intervention services.
- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.
- Implements behavior modification plans. Reinforces positive attitudes and social skills.
- Communicates high expectations and shows an active interest in student progress.
- Teaches students how to plan ahead, care about other people's feelings, and make appropriate decisions.
- Provides families information about how to reinforce skills learned at school.
- Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
- Incorporates the effective use of available technology in instructional and records management activities.
- Closely monitors student use of program supplies and equipment. Follows standard sanitation procedures to maintain a clean program environment.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Assesses students and completes quarterly report cards.
- Evaluates students and assigns grades. Prepares periodic progress reports. Consults with parents on a regular basis (e.g., telephone calls, emails, etc.).
- Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Reports evidence of suspected child abuse as required by law.
- Makes referrals to the student assistance team when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for the identified student.
- Helps prepare and implement Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Takes IEP data to write quarterly IEP progress report notes.
- Schedules and leads meetings for annual IEP review.
- Maintains student cumulative file.
- Scans, uploads, and returns Special Education paperwork to Pupil Services office within mandated time frame.
- Completes state-mandated evaluations and reports for preschool students.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
- Works with community services associated with students' programs (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Supervises non-classroom activities when assigned.
- Participates in open houses, parent conferences, and other required school events.
- Fulfills staff development requirements as required by law.
- Participates in staff meetings and professional growth opportunities.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.



**Required Knowledge, Skills and Abilities:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Uses self-control, perseverance, and physical skill to manage students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working Conditions:**

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require riding in a vehicle.
- Duties may require dispensing medications during field trips.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.
- Potential for exposure to danger in emergency situations (fire, intruder).

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: August 21, 2000

Revised: March 22, 2018





# Twinsburg City School District

## JOB DESCRIPTION

**Title:** TEACHER – ORCHESTRA

**File 324**

**Reports to:** Principal

**Description:** Provides a full music program. Helps students develop a foundation for future musical endeavors. Teaches students the importance of following rules, practice, and contributing to a cooperative group effort. Keeps the principal informed about current activities and emerging issues.

### Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Bachelors' Degree from an accredited college or university in education discipline applicable to teaching assignment.
- Masters' Degree preferred.
- Documented evidence of a clear criminal record (FBI and BCI).
- Trained in ALICE school safety process.
- Meets all mandated health requirements.
- Meets all prerequisite qualifications to be bonded.
- **Completion of Appropriate ODEW Science of Reading Pathway.**

### Supervisory Responsibility:

Under the direction of the principal: plans work assignments, provides instructions, and communicates expectations to assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

### Duties and Responsibilities:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with the principal to determine the number of performances to be scheduled during the school year.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Organizes and carries out a practice schedule. Coordinates performances with the school calendar. Supervises all performances.
- Administers the board-approved budget. Maintains an equipment inventory. Oversees the cleaning and repair of instruments. Makes minor repairs. Ensures that equipment is safe to use and available when needed.
- Prepares the assigned classroom. Promotes the proper use and care of school property. Keeps track of school equipment assigned to students.
- Provide individual and small group instruction. Encourage an open-minded exploration of diverse performance opportunities.



- Teaches scheduled classes. Creates effective learning experiences. Ensures that written lesson plans align with the district's adopted course of study and continuous improvement plan.
- Ensures that written lesson plans are available the week before implementation.
- Implements effective classroom management procedures. Maintains high standards and upholds the student conduct code.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.
- Communicates high expectations and shows an active interest in student progress.
- Helps students develop critical-thinking, problem-solving, and creativity skills.
- Assists students seeking additional knowledge and/or pursuing advanced skills. Directs parents to supplemental resources within the district and community.
- Collaborates with other teachers. Shares instructional materials and other resources that enhance the educational process.
- Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Helps students prepare for proficiency tests and/or alternative assessments related to the subject.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Evaluates students and assigns grades. Prepares periodic progress reports. Consults with parents as needed (e.g., telephone calls, messages, etc.).
- Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Reports evidence of suspected child abuse as required by law.
- Makes a referral to the student assistance team when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for the identified student.
- Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Supervises non-classroom activities when assigned.
- Participates in open houses, parent conferences, and other required school events.
- Arranges transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with classroom duties.
- Promotes a favorable image and recognition of program participants.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Evaluates and recommends changes to enhance future programs.
- Maintains visibility and participates in school and community activities.
- Works closely with the Twinsburg Orchestra Boosters.
- Encourages parent organizations and supports student activities as time permits.
- Represents the music department at meetings outside the district.
- Builds community partnerships that enhance district programs and services.



- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Required Knowledge, Skills and Abilities:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Discerns variances in sounds and rhythms.
- Performs activities that may require reaching, crouching, and/or kneeling.

**Working Conditions:**

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.
- Potential for exposure to danger in emergency situations (fire, intruder).
- Duties require repeated exposure to loud noises and equipment vibrations.
- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- Duties may require wearing protective clothing and using safety equipment.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: June 5, 2019

Revised: April 16, 2025





# Twinsburg City School District

## JOB DESCRIPTION

**Title:** TEACHER – ACADEMIC COACH **File 317**

**Reports to:** Principal and Assistant Principal

**Description:** Improves student learning through academic data that shows improvement in achievement with the target of meeting adequate yearly progress for all subgroups and assisting students who are in peril of failure in core academic areas.

### Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Master's degree in academic area preferred.
- Reading endorsement preferred (if applicable).
- Documented evidence of a clear criminal record (FBI and BCI).
- **Completion of Appropriate ODEW Science of Reading Pathway.**

### Supervisory Responsibility:

Under the direction of the Principal: plans work assignments, provides instructions, and communicates expectations to assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

### Duties and Responsibilities:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
- Teaches scheduled classes. Creates effective learning experiences. Ensures that written lesson plans align with the district's adopted course of study and continuous improvement plan.
- Provides consultation as needed for Response to Intervention.
- Ensures that written lesson plans are available the week before implementation.
- Upholds board policies and follows administrative procedures.
- Provides one-on-one and/or group support for students.
- Interprets and uses student data to inform instruction.
- Participates in professional learning communities for the academic area.
- Implements effective classroom management procedures. Maintains high standards and upholds the student conduct codes.
- Develops and maintains a positive learning environment. Stimulates student interest. Communicates with parents and students about academic and behavioral objectives.
- Evaluates the needs of students based on all available information. Plans student



- interventions. Varies instructional techniques to address individual learning styles.
- Communicates high expectations and shows an active interest in student progress.
  - Helps students develop critical-thinking, problem-solving, and creativity skills.
  - Helps students prepare for achievement tests.
  - Maintains accurate records and submits reports on time.
  - Maintains the confidentiality of privileged information.
  - Assists with purchasing needed supplies/materials.
  - Upholds computer technology acceptable use policies.
  - Implements Section 504 and Individualized Education Plans (IEP).
  - Accepts responsibility for personal decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
  - Participates in open houses, parent conferences, and other required school events.
  - Maintains excellent communication with all stakeholders.
  - Performs other specific job-related duties as directed by the building principal.

**Required Knowledge, Skills and Abilities:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Skillfully manages individual, group and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Uses self-control, perseverance, and physical skill to manage students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working Conditions:**

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to danger in emergency situations (fire, intruder, etc.)
- Duties may require operating and/or riding in a vehicle.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.



The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Approved: April 23, 2014

Revised: March 22, 2018





# Twinsburg City School District

## JOB DESCRIPTION

**Title:** TEACHER – PRESCHOOL **File 319**

**Reports to:** Principal

**Description:** Plans, implements, and evaluates student learning experiences designed to address a wide range of maturity and skill levels. Helps students develop language, social, and motor skills. Encourages parental involvement. Creates a project-based learning environment.

### Minimum Qualifications:

- Valid Ohio Teacher’s License or Certificate appropriate for the assignment.
- Meets all mandated health requirements.
- Documented evidence of a clear criminal record (FBI and BCI).
- Training in physical and behavioral management techniques.
- Trained in ALICE school safety process.
- **Completion of Appropriate ODEW Science of Reading Pathway.**

### Supervisory Responsibility:

Under the direction of the Principal: plans work assignments, provides instructions, and communicates expectations to assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties. Supervises an Instructional Assistant as part of classroom responsibilities.

### Duties and Responsibilities:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepares the assigned classroom. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.
- Teaches scheduled classes. Creates effective learning experiences. Ensures that written lesson plans align with the district’s adopted course of study and continuous improvement plan.
- Ensures that written lesson plans are available the week before implementation.
- Upholds Board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Complies with State model policies and procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Facilitates the transition process for students entering or leaving the program.
- Implements effective classroom management procedures. Maintains high standards and upholds the student conduct code.



- Seeks community partnerships that enhance program activities.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Identifies problems that may impede learning and/or the social integration of preschool students. Helps identify families that may need intervention services.
- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.
- Implements behavior modification plans. Reinforces positive attitudes and social skills.
- Communicates high expectations and shows an active interest in student progress.
- Teaches students how to plan ahead, care about other people's feelings, and make appropriate decisions.
- Provides families information about how to reinforce skills learned at school.
- Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
- Incorporates the effective use of available technology in instructional and records management activities.
- Closely monitors student use of program supplies and equipment. Follows standard sanitation procedures to maintain a clean program environment.
- Continually meets requirements for Step Up to Quality rating (professional development, documentation, etc.)
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Evaluates students and assigns grades. Prepares periodic progress reports. Consults with parents on a regular basis (e.g., telephone calls, emails, etc.).
- Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Reports evidence of suspected child abuse as required by law.
- Makes referrals to the student assistance team when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for the identified student.
- Collaborates with the Intervention Specialist to prepare and implement Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
- Works with community services associated with students' programs (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Schedules home visits when necessary to support program goals.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Supervises non-classroom activities when assigned.
- Participates in open houses, parent conferences, and other required school events.
- Fulfills staff development requirements as required by law.
- Participates in staff meetings and professional growth opportunities.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

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

The following characteristics and physical skills are essential for the successful performance of



assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Performs activities that may require reaching, crouching, kneeling, and/or crawling.
- Uses self-control, perseverance, and physical skill to manage students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working Conditions:**

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require assisting students with toileting needs.
- Duties may require dispensing medications.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.
- Potential for exposure to danger in emergency situations (fire, intruder).

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Approved: April 4, 2018





# Twinsburg City School District

## JOB DESCRIPTION

**Title:** English Language Teacher **File 326**

**Reports to:** Principal and Assistant Principal

**Description:** Prepare course materials and design lessons that cover all aspects of the English Language, whether written or verbal. Keeps track of student progress and customized, individualized plans for students with special requirements.

### Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Documented evidence of a clear criminal record (FBI and BCI).
- **Completion of Appropriate ODEW Science of Reading Pathway.**

### Duties and Responsibilities:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepares the assigned classroom. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.
- Conducts activities and lessons based on ESL teaching methodologies.
- Maximizing students' talk time through oral tests and presentations.
- Encouraging and engaging students to speak in English.
- Teaches scheduled classes. Creates effective learning experiences. Ensures that written lesson plans align with the district's adopted course of study and continuous improvement plan.
- Administer academic and language assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in language acquisition.
- Address all aspects of communication through appropriate instruction that develops each student's ability to read, write, speak, and listen in the appropriate content are.
- To be willing to attend staff development opportunities in the area of ESL and to be willing to dispense the information to school staff.
- To be knowledgeable in current theories and methodologies in the area of language acquisition and to be confident in utilizing this knowledge for the benefit of the students.
- To plan an appropriate instructional program to meet the needs of those students who require ESL.
- Ensures that written lesson plans are available the week before implementation.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Implements effective classroom management procedures. Maintains high standards and



- upholds the student conduct code.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.
- Communicates high expectations and shows and active interest in student progress.
- Helps students develop critical-thinking, problem-solving, and creativity skills.
- Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
- Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Helps students prepare for state and district class assignments.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Evaluates students and assigns grades. Consults with parents on a regular basis (e.g., telephone calls, email, conferences).
- Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Reports evidence of suspected child abuse as required by law.
- Makes a referral to the student assistance team when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for the identified student.
- Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Supervises non-classroom activities when assigned.
- Participates in open houses, parent conferences, and other related school events.
- Participates in staff meetings and professional growth opportunities.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

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

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Uses self-control, perseverance, and physical skill to manage students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.



**Working Conditions:**

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to danger in emergency situations (fire, intruder, etc.).
- Duties may require operating and/or riding in a vehicle.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

