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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 70141**

**TEACHER**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Teacher may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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## Summary of Essential Duties

The primary purpose of the Teacher position is to teach academic and life skills courses to adults [e.g., in the Adult Basic Literacy Experience Program (ABLE)] as well as to tutor students individually. The Teacher classification also assesses, advises, and provides guidance to new and continuing students, prepares for teaching courses and evaluates the utility of the course material, maintains student records and evaluates student progress, as well as meets with his or her Supervisor and other staff members, conducts and participates in training programs, and plans activities for students.

### Duties

Frequency: 50% +/- 10%

- I. Teaches academic and life skills courses (e.g., to students in the ABLE program) and tutors students individually.

Frequency: 20% +/- 5%

- II. Assesses, advises, and provides guidance to new and continuing students.

Frequency: 15% +/- 3%

- III. Prepares for teaching of courses and evaluates the utility of course material.

Frequency: 10% +/- 3%

- IV. Maintains student records and evaluates student progress.

Frequency: 5% +/- 2%

- V. Meets with supervisor and staff concerning educational issues, conducts and participates in training, and plans activities (e.g., graduation activities).



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
TEACHER**

| DUTY       | KNOWLEDGE  | SKILLS  | ABILITIES  |
|------------|--|---|--|
| <b>I</b>   | Teaching principles;<br>Academic subject matter;<br>Technical or scientific field of study;<br>Learning principles;<br>Education principles;<br>Vocational/career issues;<br>ABLE program.   | Word processing;<br>Oral communication;<br>Writing;<br>Public speaking;<br>Teaching;<br>Organization.                     | Prepare and deliver lectures;<br>Recognize errors in the work of others;<br>Administer tests to people;<br>Explain Mathematic, scientific or technical issues to others;<br>Explain assignments, procedures or situations to others;<br>Provide individual instruction to people;<br>Discuss life issues with people;<br>Work with others. |
| <b>II</b>  | Teaching principles;<br>Academic subject matter;<br>Technical or scientific field of study;<br>Learning principles;<br>Education principles;<br>Vocational/career issues;<br>Guidance counseling;<br>Community Agency Programs (e.g., AA);<br>Tests and measures (e.g., TABE);<br>Motivation/goal setting issues.                | Word processing;<br>Oral Communication;<br>Public speaking;<br>Writing;<br>Interviewing;<br>Advisory;<br>Organization.    | Perform assessment of new students;<br>Administer tests to people;<br>Score tests;<br>Counsel others on educational issues;<br>Work with others.   |
| <b>III</b> | Teaching principles;<br>Program planning;<br>Academic subject matter;<br>Technical or scientific field of study;<br>Learning principles;<br>Educational principles;<br>Vocational/career issues;<br>Computer operations;<br>Word processing functions;<br>Data entry;<br>Tests and measures;<br>Office practices and procedures. | Word processing;<br>Oral communication;<br>Writing;<br>Organization;<br>Data entry (i.e.,<br>typing).                     | Prepare course content;<br>Develop tests and other materials;<br>Evaluate previously used material for suitability for future use;<br>Work with others;<br>Use office equipment (e.g., Photocopiers, computers, etc.).   |
| <b>IV</b>  | Administrative practices;<br>Record keeping;<br>Office practices and procedures.   | Word processing;<br>Organization;<br>Writing.   | Maintain accurate records;<br>Monitor the work of others;<br>Prepare reports;<br>Coordinate the actions of others;<br>Maintain files;<br>Work with others.   |
| <b>V</b>   | Program planning;<br>Administrative practices;<br>Academic subject matter;<br>Teaching principles;<br>Training evaluation;<br>SCALE program;<br>Word processing;<br>Data entry functions;<br>Computer operations.  | Organization;<br>Training and<br>development;<br>Word processing;<br>Data entry (i.e.,<br>typing);<br>Oral communication. | Develop new procedures, policies, or programs;<br>Work with others;<br>Interpret existing policies and procedures;<br>Operate computers;<br>Train others;<br>Enter data into a keyboard.   |



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### **Minimum Qualifications**

- Completion of undergraduate major core coursework in education to include student teaching.
- Or completion of undergraduate major core coursework in any academic field. Also requires six months experience in teaching basic math, reading, and English composition or written communication.
- Or current Teacher certificate or license appropriate for grade level and area of specification to be assigned issued by Ohio Department of Education.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires some physical effort or exertion. Much of the work is sedentary, but the Teacher may spend up to 50% of the day standing and lecturing or moving around while helping students. The position involves very limited probability of any injury, such as would be expected in typical classroom environments.