



BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

200 W. Weis St. Topton, PA 19562 | 610.682.5100 | bhasd.org

POSITION: Teacher

JOB GOAL: To facilitate student learning for academic and life-skills and develop the attitudes that will contribute to the fulfillment of their potential as mature, able and responsible citizens.

QUALIFICATIONS: Established by state certification.

REPORTS TO: Principal and/or Supervisor

SUPERVISES: None

PERFORMANCE RESPONSIBILITIES

1. Collaborates with other staff members in the educational process and assists with the smooth operation of the building.
2. Displays an interest in and participates in the total school program.
3. Exhibits dependability, punctuality, and attentive participation in assigned duties, attendance at meetings, and in the use and care of equipment and facilities.
4. Displays positive personal traits, such as neatness, integrity, character, good citizenship, respect for others, honesty, and responsibility as an appropriate model for students.
5. Abides by the Pennsylvania School Code and the terms of the Collective Bargaining Agreement.
6. Upholds and enforces school rules, administrative regulations, Board policy and maintains confidentiality.
7. Dresses in a professional manner appropriate for the position as to serve as a role model for the students.
8. Maintains open lines of communication with administrators, parents, students, staff members, and the general public.
9. Participates in curriculum review and redesign (Instructional Design Cycle) as required by department, subject area, or grade level.
10. Maintains an ongoing staff development program to enhance professional competence.
11. Integrates Chapter 4 Regulations into the instructional program.
12. Incorporates the philosophy, objectives and expectations of the Teacher Performance Evaluation in the attainment of professional goals.
13. Uses an Instructional Model as the basic structural framework for the development of instructional programs and works toward the achievement of the standards.
14. Promptly develops, maintains and accurately completes all required written records and reports within established time lines.
15. Utilizes a variety of instructional strategies to attain lesson objectives and provides students opportunities which extend beyond the classroom
16. Diagnoses and evaluates student abilities and progress to develop effective instructional strategies to help students meet instructional objectives and provides timely feed back to students concerning their progress.
17. Recognizes and uses appropriate technical enhancements relevant to the curriculum taught.

18. Establishes an educational environment which emphasizes a mutual respect of understanding within the classroom.
 19. Promotes and utilizes a proactive approach in dealing with conflict.
 20. Makes appropriate accommodations in following a student's IEP, Service Plan, action plan or other administratively approved adaptations.
 21. Demonstrates understanding and concern for each student in meeting his or her educational needs.
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POSITION SPECIFICATIONS

Physical Demands

Often sitting at desk for extended periods.
Frequently standing for periods of time.
Walking throughout building at various times.
Moderate lifting/carrying to 50 pounds.
Manual dexterity to use certain office equipment.

Sensory Abilities

Visual acuity to read correspondence, computer screens.
Auditory acuity to be able to use telephone.
Ability to speak clearly and distinctly.

Work Environment

Classroom setting.

Temperament

Ability to work as a manager and member of a team.
Must be courteous and able to effectively manage people.
Must be cooperative, congenial and service-oriented, and promote these qualities in the department.
Ability to work in an environment with frequent interruptions.

Cognitive Ability

Ability to complete assigned tasks with minimal supervision.
Ability to read, write and do complex computations.
Ability to use correct grammar, sentence structure and spelling.
Ability to compose clear, concise sentences and paragraphs.
Ability to organize classroom setting to efficiently accomplish tasks.
Ability to work independently and make work-related decisions.
Ability to exercise good judgment in prioritizing tasks.
Ability to follow written and verbal instructions.
Ability to exercise common sense and good judgment in prioritizing tasks, and dealing with students and parents.

Comments

Position holder must have a friendly, helpful, caring personality.
Position holder has relatively restricted access to information for the LEA and knowledge of operational activities.

TERMS OF EMPLOYMENT:

Ten (10) months 189 days

Salary, work schedule and other conditions of employment in accordance with current LEA salary schedule and applicable policies.

EVALUATION:

Performance will be evaluated annually per PDE requirements by the Principal and/or Administrator.

ADOPTIONS: Approved by Andrew Potteiger, Superintendent, 3/21/2019

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

The Brandywine Heights Area School District is an Equal Opportunity Employment, Educational/Service Organization.