



## **Position Description**

### **Title - Teacher**

PDE Aligned CSPG -

Reports To: Assistant Principal/Principal

Teacher Effectiveness Rating Form Used - 82-1

### **Job Summary**

To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. The job of Teacher was established for the purpose/s of providing support to the instructional process by serving as an instructional leader in the class with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

### **Direct Report**

Work is performed under the supervision of the principal.

### **Grade Level Scope of Certificate**

This is determined by the teacher's certificate license issued from the Pennsylvania Department of Education.

### **Certification Assignment**

1. This is determined by the teacher's certificate license issued from the Pennsylvania Department of Education.

### **Essential Functions**

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning. Demonstrates and Differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.

- Develop schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment. Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures. Manages student behavior for the purpose of providing a safe and optimal learning environment. Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Maintain discipline in accordance with the rules and disciplinary systems of the school. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities. Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities. Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments. Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Administer and develop subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advise parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assess student progress towards learning targets, objectives, expectations and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborate with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.

- Counsel students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
- Direct assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Instruct students for the purpose of improving their success in academics through a defined course of study.
- Participate in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Prepare a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Respond to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Support other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

### **Essential Competencies:**

- Demonstrates initiative in problem solving and completion of tasks.
- Schedules self effectively.
- Maintains self-control and decorum in the full range of professional activities.
- Demonstrates an ability to accomplish tasks under pressure.
- Shows respect for others through use of courtesy and tact.
- Models and promotes high standards of professional ethics, honesty and integrity.
- Prioritizes and follows through on tasks.
- Provides an open climate for communication.
- Expresses ideas orally in an effective manner.
- Communicates effectively in writing.
- Demonstrates efficient time management skills, including, but not limited to following established routines, task completion and following timelines.
- Communicates recommendations and/or suggestions clearly to all persons involved.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively, orally and in writing.
- Must have the ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.

### **Minimum Qualifications:**

- B.A/B.S degree in teaching from an accredited institution or related field teaching

- Proper Pennsylvania Department of Education certification in teaching in appropriate subject area as determined by the Certification Staffing Guideline Policies
- Meet professional teacher education requirements of school, district and state.
- Act 151 Clearance
- Act 34 Clearance
- FBI Clearance
- Successful completion of a PDE approved Induction Program.

### **Terms of Employment**

- Nine (9) months a year
- Salary determined by Teacher Contract

Board approved: November 14, 2017