
Job Description: Teacher



DATE: August, 2015

REPORTS TO: Principal

JOB SUMMARY: As a staff member of the school under the direction of the Principal and supervisory personnel, the teacher implements approved policies and programs of the school, directs the overall activities of the class, maintains and enhances the school's standing in the community through the activities of the class, and fulfills such other duties associated with the class as the administration may assign.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor. Establishes clear objectives for all lessons, units and projects and communicates these objectives to the students.
5. Encourages students to set and maintain positive standards of classroom behavior.
6. Strives to implement by instruction and action the district's mission statement, the philosophy of education, and instructional goals and objectives.
7. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
10. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

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11. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
12. Attends staff meetings and serves on staff committees as required.

REQUIRED QUALIFICATIONS:

- A valid Pennsylvania Teaching Certificate in assigned subject area
- Must possess excellent organizational, subject knowledge, and classroom management skills
- Submission of a current Act 151 background check (Child Abuse)
- Submission of a current Act 34 background check (PA State Police Criminal History)
- Submission of a current Act 114 background check (Federal Criminal History)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some stooping, kneeling, bending and twisting of the body required
- Ability to bend, twist, kneel, stoop, climb, and crawl
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to mostly stand, walk, or move throughout the workday

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

TEMPERAMENT:

- Must possess excellent interpersonal skills

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to exercise good judgment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Print Name

Signature

Date