



# **LEBANON SCHOOL DISTRICT**

## **Lebanon, Pennsylvania**

### **JOB DESCRIPTION**

**POSITION:** Elementary Classroom Teacher

**RATE:** Based on education/experience as outlined in the Lebanon Education Association collective bargaining agreement

**REPORTS TO:** Building Principal

**JOB GOAL:** The Elementary Classroom Teacher plans and administers the instructional program and classroom operation in compliance with guidelines and regulations determined by the administration, Board of Directors, state, and federal agencies.

### **EDUCATION AND EXPERIENCE**

- Minimum of a bachelor's degree
- Appropriate Pennsylvania Department of Education (PDE) certification

### **PERFORMANCE RESPONSIBILITIES:**

- Teaches reading, language arts, social studies, mathematics, science, and other appropriate learning activities, utilizing the course of study adopted by the Board of Directors.
- Instructs students in citizenship and basic subject matter as specified in state laws, regulations, and District policies.
- Develops clear and appropriate lesson plans and identifies instructional materials on a weekly basis (minimum).
- Provides individualized and small group instruction (as necessary) to adapt the curriculum to the needs of each pupil. Determines the appropriate pace for instruction related to students' abilities and explains material and subject content to students and parents. Differentiates instruction for students based upon need and works with students and other teachers in inclusive settings.
- Establishes and maintains standards of behavior in the classroom and throughout the school to achieve a positive and functional learning atmosphere for students.
- Evaluates students' academic and social growth, keeps appropriate records, prepares student progress reports, and provides accurate and constructive feedback to students and parents (as necessary).
- Uses data to improve the learning and instruction process.
- Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude and learning problems.
- Creates an effective learning environment through functional and attractive displays, bulletin boards and interest centers.

- Participates in the selection of books and other instructional materials.
- Supervises students in out-of-classroom activities during the assigned workday.
- Administers group standardized tests in accordance with District regulations.
- Participates in curriculum development programs.
- Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
- Maintains professional competence through District sponsored in-service programs and approved professional development activities.
- Demonstrates regular and timely attendance.
- Is able to speak and write in a clear, concise manner.
- Is able to move throughout the building (all floors) and school grounds as necessary.
- Is able to lift a minimum of fifty (50) lbs. occasionally.
- Collaborates and cooperates with other professional staff members and administrators in facilitating the delivery of educational programs such as art, ESL, music, physical education, remedial and gifted programs.
- Follows all Board policies, and building procedures and submits required information and reports within identified timelines.
- Performs other duties as may be assigned by the Building Principal, Superintendent, or his/her designee.

**PHYSICAL DEMANDS:** The physical demands 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. With or without the use of aids:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

**TERMS OF EMPLOYMENT:** The Classroom Elementary Teacher position follows the Lebanon Education Association Collective Bargaining Agreement.

**BENEFITS:** Retirement plan, paid time off, employee assistance program, health insurance, dental insurance, vision insurance, life insurance, tuition reimbursement. Details listed in the collective bargaining agreement.

The Lebanon School District is an Equal Opportunity Employer and as such does not discriminate based on race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected.