



# Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

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*Twin Valley School District*  
"Every Student, Every Day"

**PLEASE POST**  
**6/16/22**

## VACANCY NOTICE

**POSITION** .....LONG TERM SUBSTITUTE LIBRARIAN (High School)  
**EFFECTIVE DATE** .....Effective on or About August 23, 2022  
**EDUCATION** .....PA Level I or II Professional Certification –  
Library Science K-12 Required  
**SALARY** .....According to salary schedule

### Scope of Work

The essential functions of this job include, but are not limited to, the following:

- Meet and instruct assigned classes in the location and time(s) assigned.
- Develop and maintain a classroom environment conducive to effecting learning.
- Prepare for classes assigned and show written evidence to same upon request of immediate supervisor.
- Maintain appropriate classroom management.
- Employ a variety of classroom strategies, flexible grouping, and opportunities for students to work individually and collaboratively.
- Employ available technology to enhance the learning experiences of the students.
- Design instruction to meet the outcomes of the planned course(s).
- Evaluate student progress using multiple criteria.
- Maintain all records required by policy, law, or administrative regulation.
- Assist in upholding school rules, administrative regulation, and board policy.
- Meet with parents and students when requested to do so, under reasonable terms.
- Attend and participate in faculty meetings.
- Cooperate with other members of the staff in planning the instructional program.
- Assist in the selection of books, equipment, and other instructional materials.
- Accept a share of the responsibility for co-curricular activities as assigned.
- Participate in professional growth opportunities through reading, workshops, seminars, conferences and/or advanced course work.

### Job Qualifications

- Appropriate certification and experience.
- Ability to speak and hear on telephone.
- Able to lift weights up to 20 pounds regularly, on occasion up to 50 pounds.
- Able to enter all building areas for the purpose of observation, supervision, and/or evaluation of students.
- Able to communicate verbally and in writing.
- Able to move between and among buildings.

**Deadline for applying** .....June 30, 2022

**Letter of interest may be sent to** .....Rita L. Haddock, Human Resources Director

**Please apply on PA REAP at** [www.pareap.net](http://www.pareap.net).

**E.O.E.**