



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
11/23/22

VACANCY NOTICE

Position.....**GUIDANCE COUNSELOR (Elementary & Middle School)**
Effective Date**On or about January 20, 2023**
Education**PA Level I or II Professional Certification**
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**December 7, 2022 or until filled**

Please apply on PA REAP at www.pareap.net

E.O.E.