



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
"Every Student, Every Day"

PLEASE POST

7/1/23

VACANCY NOTICE 2023-2024 School Year

Position.....Day-to-Day Substitute Teachers (All Levels)

Effective Date2023-2024 School Year

EducationPA Level I or II Professional Certification

Salary\$135.00/day

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, if necessary.
- Cooperate with other members of the staff in planning the instructional program.
- Assist in the selection of books, equipment, and other instructional materials.

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.

For application instructions and materials, visit Employment Opportunities on the District website at www.tvsd.org and click on Substitute Teacher Application Packet (for PA Certified Teachers) or Guest Teacher Application Packet (for non-certified individuals who have completed the BCIU Guest Teacher Program).

For questions: e-mail: rhaddock@tvsd.org

Phone: 610-286-8600, ext. 1611

E.O.E.