



# 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**  
**12/04/23**

## VACANCY NOTICE

**Position** ..... Elementary Annual Building Substitute  
**Effective Date** ..... **Immediately for the 2023-2024 School Year**  
**Education** ..... PA Level I or II Professional Certification – Elem.K-6; PreK-4  
**Salary** ..... \$25,650/year (no benefits)

### **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 the telephone.  
Able to lift weights to 20 pounds regularly, on occasion up to 50 pounds.  
Able to enter all building areas for 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 18, 2023 or until position is filled**

**Send letter of interest to**..... Rita L. Haddock, Personnel Office

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

**E.O.E.**

12/4/2023