TEACHER
JOB DESCRIPTION

JOB INFORMATION

TITLE: Teacher

EMPLOYEE GROUP:	Professional	**ADDITIONAL JOB CODES:** 206
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	As Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt ____	
Last Edited On:	09/25/2017	Board Approval Date: 10/16/2017

ORGANIZATION

DEPARTMENT: Professional **REPORTS TO:** Building Principal at Assigned Location(s)

JOB SUMMARY

QUALIFICATIONS
Possess an Instructional I or II certificate in the subject area being taught as validated by The Pennsylvania Department of Education.

SUMMARY
To create a flexible program and a class environment favorable to learning and personal growth; establish appropriate, effective rapport with students; motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for furthering the student's education, in accordance with each student's ability; establish appropriate, effective relationships with parents and other staff members; and to fully implement the curriculum in an effective instructional method.

ESSENTIAL FUNCTIONS

a. Teaches specified curriculum to students in a classroom using the curriculum adopted by the Board of School Directors and other appropriate learning activities.
b. Develops lesson plans and instructional materials, utilizes technology to enhance instruction, and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
c. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
d. Uses technology and research based instructional methods to facilitate instruction.
e. Demonstrate understanding of and abides by federal, state, and local school laws and regulations, mandated programs, District policies and administrative regulations. Reviews and abides by

Pennsylvania Code of Professional Practice and Conduct for Educators.

f. Establishes and maintains standards of student behavior needed to achieve a safe and inspiring learning atmosphere in the classroom.
g. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
h. Communicates regularly with parents through conferences and other means to discuss student's progress and interpret the school program.
i. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve social, emotional, behavioral, and academic issues.
j. Creates an effective environment for learning through a functional and an attractive classroom environment.
k. Maintains professional competence through professional learning activities provided by the district or through self-selected activities.
l. Supervises students in out-of-classroom activities during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.
m. Administers group standardized assessments in accordance with district assessment program.
n. Participates in curriculum development programs, faculty committees, and the sponsorship of student activities as required.
o. Establish and effectively utilize an assessment system to assess and communicate student progress.

MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Principal and/or Administration.

WORK ENVIRONMENT

a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for extended periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students.
b. Must be able to interact well with various publics and individuals.
c. Must be able to work as a member of a team.

d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.