

Carlynton School District

Job Description



Position: Secondary Social Studies Teacher/Dean of Students

Reports to: Building Principal

FLSA Status: Exempt

Employment: Full Time

Position Summary:

The Secondary Social Studies Teacher / Dean of Students is responsible for providing high-quality instruction aligned to Pennsylvania Academic Standards and district curriculum in the areas of history, civics, government, geography, economics, and related social sciences while also supporting student engagement, school climate, behavioral interventions, and student wellness initiatives.

The position combines instructional responsibilities with student support and operational leadership responsibilities designed to promote academic achievement, civic responsibility, positive student behavior, social-emotional development, cognitive disciplinary practices, and a safe, inclusive school environment. The employee collaborates with administrators, counselors, teachers, families, and support staff to foster a positive school culture and support student success.

Professional Qualifications

- Valid Pennsylvania certification as a **Social Studies 7-12 – Instructional Level I or II** and Principal PK-12 – Administrative Level I or II is preferred, but not required

Essential Duties and Responsibilities

Social Studies Instructional Responsibilities

- Plan and deliver engaging standards-aligned instruction in social studies courses and programs for secondary students. in safe, respectful, structured, and inclusive learning environment.
- Teach subject areas that may include:
 - Pennsylvania history
 - United States history
 - World history and global studies

- Civics and government
- Geography
- Economics and personal finance
- Political science and international relations
- Sociology, psychology, anthropology, and philosophy
- American and world cultures
- International trade and global economies
- Develop instructional activities that promote historical inquiry, critical thinking, civic engagement, research skills, and analysis of primary and secondary sources.
- Engage students in discussions and activities related to civic responsibility, constitutional principles, governmental systems, economics, cultural understanding, and global issues.
- Differentiate instruction to meet the needs of diverse learners, including students with disabilities, English learners, gifted students, and students requiring academic intervention.
- Utilize instructional technology, multimedia resources, and digital learning platforms to enhance instruction and student engagement.
- Integrate current events, interdisciplinary connections, project-based learning, and real-world applications into classroom instruction.
- Develop and administer formative and summative assessments to monitor student progress and instructional effectiveness.
- Utilize student performance data to guide instructional planning and interventions.

Dean of Students Responsibilities

- Assist the building principal and school counselor with student support, student engagement, and school climate initiatives.
- Assist the principal and/or school counselor with the distribution and coordination of standardized testing materials and procedures.
- Assist the principal in addressing student disciplinary matters and parent communication as requested by the building principal.
- Support the implementation of Positive Behavioral Interventions and Supports (PBIS) initiatives and school-wide behavioral expectations.
- Implement cognitive disciplinary practices strategies that emphasize accountability, relationship building, conflict resolution, and repairing harm.
- Facilitate peer mediation opportunities, conflict resolution activities, and student problem-solving discussions.
- Assist in the implementation of social-emotional learning (SEL) frameworks and student wellness initiatives designed to promote a positive school culture.
- Promote student de-escalation strategies and proactive behavioral interventions.
- Assist the principal in implementing Multi-Tiered Systems of Support (MTSS) through universal Tier 1 behavioral supports and targeted Tier 2 and Tier 3 interventions.
- Assist in promoting culturally responsive educational practices and inclusive school environments.

- Support anti-bias and cultural competency initiatives for students and staff through ongoing educational activities and awareness efforts.
- Assist the principal with planning and coordinating special student activities and school events, including but not limited to Open House, assemblies, student leadership activities, school-wide programs, and student engagement initiatives.
- Assist with day-to-day operational tasks including safety drill coordination, arrival/dismissal supervision, hallway supervision, assemblies/pep rallies supervision, and other assigned operational responsibilities.
- Collaborate with the principal to maximize administrative and student support coverage throughout the school day.
- Collect, analyze, and utilize student behavioral, attendance, and academic data to support interventions, problem-solving, and decision-making processes.

Student Support and School Climate Responsibilities

- Establish and maintain a safe, respectful, structured, and inclusive learning environment.
- Promote positive student behavior, respectful discourse, leadership, collaboration, and responsible citizenship.
- Support initiatives designed to improve student attendance, school connectedness, and overall school climate.
- Foster positive student relationships and encourage personal responsibility, empathy, and conflict resolution skills.

Collaboration and Communication

- Communicate effectively with parents and guardians regarding student progress, academic performance, behavioral concerns, and school initiatives.
- Collaborate with teachers, counselors, administrators, specialists, and support staff to support student achievement and educational programming.
- Participate in faculty meetings, curriculum development activities, professional learning communities, student support meetings, and district initiatives.
- Serve as a resource to staff regarding restorative practices, student engagement strategies, and positive behavioral supports.

Professional Responsibilities

- Maintain current knowledge of social studies curriculum, instructional methodologies, restorative practices, PBIS, SEL frameworks, MTSS practices, culturally responsive teaching, and student support strategies.
- Participate in professional development activities related to social studies instruction, behavioral supports, restorative justice, trauma-informed practices, and school climate initiatives.

- Maintain accurate student records, grades, attendance, behavioral documentation, and progress reports in district-approved systems.
- Maintain confidentiality of student records and sensitive information in accordance with FERPA and applicable laws.
- Comply with all district policies, administrative regulations, and state/federal requirements.

Additional Expectations:

- Maintain accurate records of student contacts, referrals, and interventions in compliance with state and federal requirements.
- Engage in professional development to remain current with best practices, policies, and laws related to the roles and responsibilities to this position.
- Uphold confidentiality, ethical practices, and the mission of the Carlynton School District.
- Performs other duties as assigned by the Building Principal.

Position Qualifications

Professional Competencies

- Demonstrated proficiency in computer and technology skills related to data collection, record maintenance, communication, and office operations.
- Ability to manage multiple responsibilities, prioritize tasks effectively, and meet established deadlines.
- Ability to communicate clearly and professionally with administrators, staff, students, parents, substitutes, and community stakeholders.
- Knowledge and effective use of communication methods and technology appropriate to assigned responsibilities.
- Ability to identify concerns, analyze problems, and recommend appropriate solutions.
- Ability to exercise initiative, sound judgment, and decision-making within established administrative guidelines.
- Ability to maintain confidentiality regarding District operations, personnel, and student information.

Interpersonal Skills

- Ability to establish and maintain positive and productive working relationships with students, parents, staff, administration, and community members.
- Ability to listen, respond, and interact with others in a professional, respectful, and courteous manner.
- Ability to work collaboratively as a team member, coordinator, or leader as assigned.

- Demonstrated ability to promote a positive, cooperative, and service-oriented work environment.
- Ability to manage responsibilities and challenges in a fair, consistent, and equitable manner.
- Ability to work effectively in environments with frequent interruptions and changing priorities.

Position Expectations

Professional Responsibilities

- Demonstrates professionalism, dependability, and accountability in all job responsibilities.
- Adheres to District policies, procedures, and established chain of command.
- Responds appropriately to supervision, direction, and feedback.
- Demonstrates initiative and the ability to work independently with minimal supervision.
- Maintains appropriate professional appearance and conduct for the work environment.
- Incorporates innovative and progressive practices when appropriate to support District goals.
- Reports to work on time, maintains regular attendance, and uses work time efficiently and productively.

Organizational Skills

- Organizes work responsibilities and office/classroom operations efficiently to accomplish assigned tasks.
- Effectively plans, prioritizes, and manages multiple assignments, projects, and deadlines.
- Demonstrates flexibility and adaptability in response to changing work demands and priorities.

Technical Skills

- Demonstrates the ability to learn and effectively use new and existing software, hardware, and instructional technologies.
- Maintains working knowledge of standard office equipment and productivity tools.
- Produces written communication that is clear, concise, grammatically correct, and professionally formatted.
- Demonstrates proficiency in Microsoft Office/G-Suite applications and related technology tools, including:

- Word processing and document formatting
- Spreadsheet development and basic formulas
- Presentation software and digital communication tools
- Desktop publishing and graphic design applications as applicable to the position

Physical Demands

- Ability to traverse throughout school buildings and District facilities as needed.
- Ability to sit or stand for extended periods of time.
- Ability to lift, move, or transport materials and equipment weighing up to 30 pounds.
- Manual dexterity sufficient to operate office equipment and computer technology.
- Ability to perform repetitive hand and finger movements associated with keyboard and computer use.

Work Environment:

- The employee primarily works in an educational environment that includes classrooms, offices, common student areas, and school activity settings.

Driver's License:

- Must have a valid driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- Work year, schedule, salary and benefits defined as per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers.

Evaluation:

- Performance will be evaluated by the Building Principal in accordance with Act 13 and the Carlynton Federation of Teachers Collective Bargaining Agreement evaluation procedures.
- This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors on ENTER DATE HERE.