Duquesne City School District

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K-8 School Office Phone: 412-466-9600 ◦ Fax: 412-469-3625

Classroom Teacher

Job Description Summary

The Duquesne Education Center provides educational opportunities to learners in grades K – 8. A Classroom Teacher (Teacher) acts as a keystone in facilitating and providing equal and high-quality educational opportunities to the community in which we serve. The Teacher works with guiding students in educational activities designed to promote intellectual, social and physical growth; teaches the essential skills that will contribute to students' development as educated and responsible adults; and creates lesson plans, administers praise and constructive criticism, instructs students on subjects such as science, literature, and math, and creates a well-rounded, comprehensive instructional program.

Qualifications

- Current PA teaching certificate. [Additional and / or specific certifications may be required.]
- Bachelor's Degree required.
- Current Act 33 / 34, Act 114, Act 151 clearances required.
- First Aid / AED / CPR certification required.
- Demonstrated experience in teaching and working directly with students.
- Demonstrated experience in developing effective working relationships.
- Demonstrated experience in collaborating and communicating with internal and external groups (school administration and staff, community organizations, and parents.)
- Have an in-depth understanding and working knowledge of diversity, inclusion, and equity regarding students, staff, programs, services, and activities.
- Able to communicate, comprehend and perform complex computations.
- Experience collaborating with teachers, students, parents, families, community agencies and their representatives. Able to work effectively as a member of a team.
- Able to effectively present information, interpret data and articulately respond to questions from administrators, staff, parents, students, business and educational partners, and the general public.
- Excellent written, oral, presentation and interpersonal communication skills.
- Able to accept and provide constructive criticism.
- Able to work independently and complete assigned tasks with minimal supervision.
- Proficient with Apple, Windows, and Google based technologies and the willingness to experiment with new devices and instruments essential to the position.

Essential Duties and Responsibilities

- Create instructional resources for use in the classroom.
- Plan, prepare and deliver instructional activities based on District approved curricula.
- Create positive educational climates to facilitate student learning.
- Meet course and school-wide student performance goals.
- Grade papers, create / maintain reports and perform other administrative duties as needed.
- Maintain a schedule for student instruction approved by the Principal and adhere to that schedule.
- Maintain accurate pupil accounting records.

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- Employ a variety of instructional techniques, instructional media, and performance assessments which guide the learning process toward academic achievement.
- Facilitate daily lesson plans that provide sound educational and learning objectives. The teacher will also incorporate regular use of formal and authentic assessment into the daily curriculum which will be recorded in a cumulative grade book.
- Using Project Based Learning (PBL) methodologies, create projects designed to enhance lectures.
- Utilize school STEAM learning labs to facilitate learning objectives.
- Integrate competencies, goals, and objectives into lesson plans.
- Utilize curricula that reflects the diverse educational, cultural, and linguistic backgrounds of the students served.
- Establish and communicate clear objectives for all learning activities.
- Establish differentiation in teaching style and lesson plans.
- Maintain progress reports and report cards.
- Manage student behavior in the classroom by invoking approved disciplinary procedures.
- Develop incentives to keep participants in class.
- Tutor students on an individual basis.
- Provide for the care and protection of school property.
- Communicate in a collaborative manner with other school personnel to ensure compliance with policies and / or state regulations.
- Communicate with parents / guardians concerning student's educational program and progress.
- Recognizes the special needs of students with learning disabilities, seeks the assistance of Special Education teachers, Paraprofessionals and / or Personal Care Assistants, as needed and / or required, and make appropriate individual physical and instructional accommodations within the learning space.
- Develop professional relationships with outside agencies and programs.
- Cooperate with program coordinators to ensure initiatives are being met.
- Consent to unannounced classroom "walkthroughs" at which time individual students may be asked questions regarding their curriculum.
- Prepare and submit nine (9) week objectives. Document in the weekly lesson plans how these objectives are being met and how the objectives correlate with the state standards.

Additional Responsibilities

- Participate in the business and professional activities of the faculty.
- Maintain personal professional growth by taking part in staff development, actively seek and develop effective approaches to instruction through the application of best practices in pedagogy.
- Attend all faculty meetings called by the Building Principal, Superintendent or designee before, during, or after school, unless excused by the person calling the meeting prior to the time of the meeting.
- Interpret the policies of the District to parents and other patrons.
- Execute the Board and Administrative policies within the classroom and community.
- Maintain strict confidentiality concerning student records in compliance with FERPA.
- Perform other duties as assigned periodically by the Principal, Superintendent or Designee in conjunction with the teaching duties and /or for the protection of the health and welfare of all students.
- All other duties as assigned by the Building Principal or Designee.

Reporting

Reports directly to the Building Principal

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Terms of Employment

Salary, work schedule, evaluation and other conditions of employment are in accordance with the current Duquesne Education Association (DEA) Collective Bargaining Unit.

Physical Demands

This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. Employee will be required to operate various computer / technical systems for data entry and to demonstrate technological aspects of this position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Lifting, carrying, pushing, pulling 30 pounds.
- Kneeling, crouching, bending, and reaching to retrieve and handle teaching materials and supplies.
- Manual hand / finger dexterity.
- Speak clearly and distinctly when communicating.
- Hear clearly.
- Adequate vision to perform duties.

Work Environment

Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the city of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through a multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

ADA

The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Additional Information

The Duquesne City School District (DCSD) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please

make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300, extension 6018.

Note: *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.*

Classroom Teacher:

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Signature *Date*