



Classroom Teacher – Secondary Abington Heights S D Job Description

JOB INFORMATION

<i>Title:</i>	Classroom Teacher - Secondary - Abington Heights S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	186 Days
<i>Employee Group:</i>	Professional
<i>Locations</i>	Building
<i>Last Edited On:</i>	6/7/2022 11:35:10 AM

ORGANIZATION

<i>County:</i>	Lackawanna
<i>Entity:</i>	Abington Heights S D
<i>Department:</i>	Curriculum
<i>Reports To:</i>	Building Principal
<i>Supervises:</i>	N/A

JOB GOAL

To create a flexible secondary elementary instructional program in a virtual or regular class environment, adapting best practices from favorable to student learning and personal growth; to establish appropriate effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further education, in accordance with each student's ability; and to establish appropriate, effective relationships with parents and with other staff members by effective use of different modes of communication and interaction as is appropriate, such as online, phone or face-to-face conferencing and email or other written communication.

ESSENTIAL FUNCTIONS

Teaches specified curriculum to students in a classroom using the curriculum adopted by the Board of School Directors and other appropriate learning activities. Where applicable, adapts and teaches curriculum in a virtual classroom setting. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.

Instructs students in citizenship and basic subject matter specified in state law, district approved curriculum, and administrative regulations and procedures of the school district.

Develops lesson plans and instructional materials, and uses technology to enhance or deliver instruction. , Translates lesson plans into learning experiences so as to best use the available time for instruction. Prior to use of new technologies, uses and tests hardware and applications to ensure it works as smoothly as possible for intended uses.

Demonstrates 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.

Establishes and maintains standards of student behavior needed to achieve a safe and inspiring learning atmosphere in the virtual or regular classroom.

Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.

Communicates with parents through conferences and other means to discuss student's progress and interpret the school program. ensuring they are consistently made aware of all means of contacting the teacher for this purpose.

Assists students and parents with technical support requests by either securing necessary IT support or, where possible, directly providing basic technical support for issues relating to use of school provided technology or equipment, such as virtual school set-up, basic computer set-up, navigation, and troubleshooting.

Identifies student needs and cooperates with other professional staff members in assessing and helping students solve social, emotional, behavioral, and academic issues.

Creates an effective setting environment for learning, through a functional and an attractive regular or virtual classroom environment.

Maintains professional competence through professional development activities provided by the district or through self-selected activities.

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.

Administers group standardized assessments in accordance with the district assessment program.

Participates in curriculum development programs as required, faculty committees, regularly scheduled meetings, assigned day and evening activities, and sponsorship of student activities, as required.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree		X		

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Secondary Teacher Certification		X		

Driver's License

<input type="checkbox"/> Valid Driver's License Required
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Analytical Demands

- ☒ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Supervision

- ☒ No supervisory duties.

Sensory Abilities

- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high levels of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.

Temperament

- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☒ Demonstrates effective classroom management skills.
- ☒ Must possess active listening skills.
- ☒ Must possess conflict mediation skills.
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Settings

Standard ADA Selection	Office X Classroom Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing				X	
<input checked="" type="checkbox"/>	Walking				X	
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):					
<input checked="" type="checkbox"/>	Machines or tools used: Computer:				X	
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			20 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

Working Condition
<input checked="" type="checkbox"/> Typical office environment <input checked="" type="checkbox"/> Typical classroom environment <input checked="" type="checkbox"/> Subject to inside environmental conditions <input checked="" type="checkbox"/> Subject to outside environmental conditions <input checked="" type="checkbox"/> May be exposed to hazardous materials, body fluids, or disease

