



DOWNTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Teacher

DEPARTMENT/GROUP: Professional/DAEA

REPORTS TO: Building Principal

DATE: January 2015

LOCATION: District by Building

FLSA: Exempt

JOB SUMMARY: To present clear, high quality, flexible, and appropriate content knowledge to students through planning and preparation, in a safe and supportive classroom environment, by providing ongoing communication and engaging instructional delivery.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Planning and Preparation
 - To create lesson plans according to District curriculum and state standards
 - To differentiate instruction and design learning experiences for students to meet individualized needs
 - To assist in planning student activities, programs, and/or field trips
 - To maintain knowledge of resources, materials and technology
2. Knowledge of Content
 - To make subject matter comprehensible to students
 - To reflect on teaching practices to improve instruction
 - To model the image of a “lifelong learner” by continuing to learn and grow through professional development activities and completing required Act 48 credits
3. Classroom Environment
 - To establish clear expectations for student behavior
 - To create and maintain a safe and supportive environment conducive to learning
 - To monitor student behavior and appropriate discipline to ensure safety of the classroom
4. Instructional Delivery
 - To engage students in learning by using a variety of instructional strategies
 - To utilize informal and formal assessment to meet learning goals and to monitor student progress
 - To embrace 21st century learning and be aware of new materials, methodologies, philosophies and innovation, using those which suit the needs of the individual student
 - To review and follow IEP, GIEP and 504’s for students assigned to class list
 - Utilize data to inform instruction
 - Differentiated Instruction to match rigorous curriculum and instruction with a student’s strengths and abilities, interests, learning styles and product styles through the use of a variety of instructional strategies, flexible grouping and readiness assessment.
5. Communication
 - To collaborate and consult with teachers, parents, administrators and other involved personnel concerning each students intellectual, social, emotional and physical development
 - To provide equitable, accurate and constructive feedback to students on their learning
 - To adhere to school and district procedures and regulations related to attendance, punctuality and the like.
 - To adhere to full and active compliance with school and district requirements for maintaining accurate and complete records
 - To record and report grades per District requirements

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Involvement in activities and or events to support students as outlined in current bargaining unit agreement.
2. Other duties as may be assigned. The employee(s) will be required to follow any other job-related instructions and perform other job-related duties requested by his/her supervisor to support building needs.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania certification for the position.
 - Bachelor's degree
 - Valid PA certification specific to content area.
2. Demonstrates knowledge in the area of assignment.
3. Possesses a positive attitude toward the teaching profession, service to the district, and importance and purpose of the education program.
4. Proficiency in use of current technology for individual or group demonstration or communication.
5. Must be able to flex and vary hours to accommodate needs of students, parents, and other teachers.
6. Possesses effective interpersonal skills with the ability to interface diplomatically with teachers, administrators, parents, students, and outside organizations.
7. Exhibits excellent classroom management skills.
8. Demonstrates effective communication skills to provide accurate information to others and to obtain, give, and follow directions.
9. Demonstrates ability to provide good judgment, planning, and human relations skills, as well as be required to work under periods of stress due to the level of the position responsibility.
10. To follow the standard of member conduct as stated in the PA Code of Professional Practice and Conduct for Educators.
11. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
12. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access multiple classrooms, file cabinets, office equipment, etc.
- B. The position requires the employee to frequently operate a computer and other office and classroom equipment such as a copy machine, fax, printer, overhead, Smart Board, or other office equipment.
- C. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
- D. The position requires meeting deadlines with severe time constraints, interacting with students, parents, staff and the public, and occasional irregular or extended work hours.
- E. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- F. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies, and schools throughout our service area.
- G. The employee is frequently required to communicate and interact in person and by phone or e-mail with the public, students, parents, staff, other administrators, board members, and community agencies.
- H. Additional physical requirements may be necessary based on content area teaching, (i.e., physical education, music, art, special education, family consumer science, technology education).

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained in the Human Resources Department.
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.