



## Secondary Education Teacher - Harrisburg S D

Job Description

### JOB INFORMATION

Title: Secondary Education Teacher - Harrisburg S D

FLSA:	<input checked="" type="checkbox"/> Exempt	Non-Exempt
Employee Group:	Professional	
Shift:	Day	
Last Edited On:	2/2/2018 10:28:46 AM	
Last Approved On:	1/1/1900 12:00:00 AM	

Locations: ☒ Building Central Office

### ORGANIZATION

County: Dauphin  
Entity: Harrisburg S D  
Department:  
Reports To: Principal

### JOB SUMMARY

To create a flexible secondary grade 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 students, parents, community, and other staff members; and to fully implement the curriculum in an effective instructional method.

### Essential Functions

Essential Functions	% TIME
Teaches specified subjects within area permitted by specific Pennsylvania certification to students using the curriculum adopted by the Board of School Directors and other appropriate learning activities.	25%
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 and requirements: translates lesson plans into learning experiences so as to best utilize the available time for instruction	15%
Establishes and maintains standards of student behavior needed to achieve a safe and inspiring learning atmosphere in the classroom. Supervises students in out-of-classroom activities during the assigned working day or beyond the work day on field trips on in learning activities when necessary.	15%
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve social, emotional, behavioral, and academic issues.	15%
Creates an effective environment for learning through a functional and an attractive displays, bulletin boards, interest centers throughout the school environment.	5%
Administers individual and group standardized assessments in accordance with district assessment program, evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.	5%
Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.	5%
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.	5%
Maintains professional competence through professional development activities provided by the district or through self-selected activities.	5%

Participates in curriculum development programs, faculty committees, and the sponsorship of student activities as required.

5%

***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		

**TRAVEL REQUIREMENTS**

<i>Est. Amount</i>	<i>Brief Description</i>
5%	

**Analytical Demands**

- ☒ Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity (e.g., diagnosing equipment malfunctions to determine probable cause for breakdown and/or most appropriate means of correction).

**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 level 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.
- ☒ 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.

## Cognitive Ability

- ☒ 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 <b>X Classroom</b> 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.*

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<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 checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):	X				
<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				

*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*

- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions
- ☒ Typical athletic training office/facility/environment
- ☒ May be exposed to hazardous materials, body fluids, or disease
- ☒ Typical classroom environment