



# Elementary Education Teacher - Harrisburg S D

Job Description

## JOB INFORMATION

Title: Elementary Education Teacher - Harrisburg S D

FLSA:	<b>X Exempt</b>	Non-Exempt
Employee Group:	Professional	
Shift:	Day	
Last Edited On:	2/2/2018 9:34:52 AM	
Last Approved On:	1/1/1900 12:00:00 AM	

Locations:	<b>X Building</b>	Central Office
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## ORGANIZATION

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

## JOB SUMMARY

To create a flexible elementary instructional program and a class environment favorable to 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.

## Essential Functions

Essential Functions	% TIME
Teaches reading, language arts, social studies, mathematics, health, and/or science and other subjects within area permitted by specific Pennsylvania certification to students in a classroom, using the curriculum adopted by the Board of Education and other appropriate learning activities.	25%
Develops lesson plans and instructional materials; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and to meet the requirements; and translates lesson plans into learning experiences so as to best utilize the available time for instruction. Uses technology and research based instructional methods to facilitate instruction.	15%
Establishes and district 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 working day when involved in an extended field trip or learning activity.	15%
Identifies student needs and cooperates with other professional staff members in assessing and helping students solve social, emotional, behavioral, and academic issues.	10%
Creates an effective environment for learning through functional and attractive displays, bulletin boards, interest centers in the classroom, and 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%
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.	5%
Maintains professional competence through professional development education activities provided by the district or through self-selected activities.	5%
Selects and requisitions books and instructional aides; maintains required inventory records.	5%

Participates in curriculum development programs as required, faculty committees, and the sponsorship of student activities.	5%
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*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>	
Elementary Teacher Certification		X		

### Driver's License

X Valid Driver's License Required

## TRAVEL REQUIREMENTS

<i>Est. Amount</i>	<i>Brief Description</i>
	Varies by assignment

### 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

- ☒ Visual acuity and auditory acuity.
- ☒ 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.

## Temperament

- ☒ 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)

*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			5-15 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*

- ☒ 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