

MECHANICSBURG AREA SCHOOL DISTRICT

JOB TITLE: Teacher

DATE: June 12, 2001

REPORTS TO: Principal and/or Supervisor

APPROVED BY: Board of Directors

SALARY RANGE: Determined by the
Collective Bargaining Agreement

ASSIGNMENT: Determined by the
Superintendent

JOB SUMMARY: The teacher must possess a thorough knowledge of the subjects in his/her field and have a well-balanced general knowledge of all related areas. The teacher must be sympathetic to the other areas of school instruction and keep in mind at all times it takes the entire curriculum to make an educational program. The teacher must have patience, understanding, and a keen interest in the general welfare of his/her pupils. He/she must have a desire to see people progress to the best of their abilities.

The teacher must assume responsibilities for carrying out his/her duties in the best possible manner. He/she will be concerned with getting to know the community and be accepted as a member of it. The teacher must assume the responsibility of knowing the community in which he/she is employed in order that his/her duties may be properly fulfilled.

The teacher must recognize that he/she is only one of a force of many, and must therefore be willing to fit into the overall instructional staff and must likewise recognize that pupils have work to do in other areas. The teacher should make every effort to become acquainted with parents and guardians at meetings where such are gathered.

The teacher must be prompt and accurate in all his/her reports, and must at all times keep in mind that he/she is a professional person and therefore must be dedicated to the task of building young lives into mature and worthwhile citizens ready to assume the duties of adulthood.

ESSENTIAL FUNCTIONS: Teachers must have the ability to perform the following essential functions with or without reasonable accommodations.

1. To work primarily independently in assigned public school buildings.
2. Subject to lawful leave rights, to work in accordance with the applicable work schedule.
3. To work the additional hours necessary outside of the normal workday at school for planning/preparation, grading and professional growth in order to be able to deliver a satisfactory program to all students assigned to the teacher.
4. To provide individual, group and classroom instruction, special education and/or applicable related services in a manner that is consistent with accepted professional standards, is understandable to assigned student, and is in accordance with the required curriculum and/or any applicable Individualized Education Program (I.E.P.).
5. To complete the assigned duties and the assigned curriculum (and/or IEP) within the allotted time. Instruction includes, by way of example and not limitation, the following essential functions:
 - a. Receiving and understanding student statements and questions;
 - b. Reacting and/or responding appropriately in a timely manner to student statements and questions;
 - c. Maintaining student discipline and an environment conducive to learning.

- d. Utilizing effective teaching strategies and strategies that may be required by an IEP. Having the ability to change strategies as necessary to be effective for all students in the class;
 - e. Utilizing required teaching medium, supplies, books and aids;
 - f. Evaluating, grading and recording student work and/or progress;
 - g. Communicating with parents to review student progress, problems and discipline; and
 - h. Making appropriate referrals for support services to counselors, student assistance team, etc. when and as appropriate.
- 6. To recognize and react appropriately to disciplinary and emergency situations.
 - 7. To develop, produce and properly maintain daily lesson plans and required student records.
 - 8. To grow professionally by maintaining professional certification(s), including earning Instructional II teaching certificate within the first six (6) years of teaching as required by the Commonwealth, completing Act 48 requirements, and remaining abreast of current developments in education.
 - 9. To be able to attend and participate in a meaningful and appropriate way at meetings as required.
 - 10. To be able to refrain from conduct or activities that would constitute immorality, incompetency, unsatisfactory teaching performance, cruelty, persistent negligence in the performance of duties, willful neglect of duties or failure to comply with school laws as contemplated in section 1122 of the Public School Code.
 - 11. To be able to comply with all applicable legal mandates and to be able to comply with all applicable work rules established by the school district; and
 - 12. To perform the work described herein without posing a direct threat to the health or safety of himself/herself or others.

OTHER DUTIES:

- 1. Be responsible for the care, discipline, and instruction of pupils in their charge.
- 2. Be directly responsible to the Principal and/or Supervisor.
- 3. Perform all duties as are customarily performed by instructors and all additional duties as assigned.
- 4. In addition to their scheduled classroom duties, assist in developing desirable attitudes in pupils.
- 5. Be absent from duty for personal illness only, unless permission has first been obtained according to School District policy.
- 6. Not permit interruptions by anyone during the school session for any prolonged interview, even on matters relating to the school, nor should they allow any suspension of any of their duties in consequence of visits of personal friends or family members.
- 7. Maintain discipline by reasonable and proper means. Any disciplinary case that cannot be handled by the teachers shall be referred to the principal of the building.
- 8. Have on the desk a daily teaching plan and seating charts for each class or study group.

9. Faithfully and punctually keep a record of the enrollment, attendance, and other required statistics of classes in their charge. They shall also keep a record of the scholastic achievement in accordance with School District policy.
10. Be responsible for all books, supplies, materials and equipment provided by the Board for the use of pupils in their rooms or under their charge and shall see that such are carefully used and duly returned.
11. Prepare and submit reports as requested by the Principal, the Director, the Superintendent or the Board of School Directors.
12. Send pupils on errands only for school business and this should be held to a minimum. No pupil shall be sent on an errand outside the building without the permission of the principal. Pupils may not be taken out of classes without first securing permission from the principal.
13. Report to the nurse or the principal, in the special form provided, every accident or injury to a pupil while under supervision of the teacher.
14. Not permit strangers or the non-custodial parents to take students out of class or take them off school property. Requests of this type must be referred to the building principal
15. When a teacher finds it necessary to be absent due to illness or some other unavoidable reason, he/she should notify the person responsible for calling substitutes by 6:30 a.m. or preferably the night before. This procedure will enable the substitute caller to secure the necessary substitute teacher.
16. Teachers will not dismiss their classes before the regular hour without permission of the principal.
17. Unless specifically excused, attend all meetings called by the principal or administrative staff.
18. Teacher shall make and implement by reasonable means rules and regulations necessary and proper for the internal regulations of their respective classrooms.
19. Teacher shall endeavor at all times to maintain a courteous bearing and an impartial attitude towards pupils and maintain dignity in the classroom. In all professional and personal relations they shall follow a course of conduct consistent with the ethics of the teaching profession. The teacher must assume responsibility for the conduct of pupils in the classroom.
20. Teachers should pay careful attention to the posture and general health of their pupils, reporting to the school nurse suspected cases of postural defects, poor eyesight, defective hearing, contagious disease, and any other physical or mental problem.
21. Teacher will obtain permission from the building principal to use any resource person.
22. All arrangements for field trips, parties, or other activities outside the regularly scheduled program shall have the approval of the principal and when appropriate, the Board of School Directors.
23. Teachers unable to be on duty as assigned shall notify the principal as soon as possible and should not leave their class except in cases of extreme necessity.
24. Teachers shall be required to comply with applicable work rules and requirements established by collective bargaining agreement, school district policy, administrative guidelines, administrative directive, statutes, and/or regulations.

MINIMUM QUALIFICATIONS: Level I PA Department of Education Certificate, Act 34 and Act 151 Clearances

PHYSICAL REQUIREMENTS: Position requires stooping, crouching, reaching with hand and arm, standing in a stationary position, walking at moderate speeds, use of fingers, and may require lifting items up to 25 lbs. Person must be able to communicate verbally and to hear with no more than a 40-decibel loss. Vision clarity of near, far and mid-range vision is needed (less than 20 inches and more than 20 feet). Depth perception, ability to focus on objects clearly, with field of vision and ability to identify colors is recommended. Itinerant teachers must have a valid PA driver's license. Physical Education Teaching positions are required to lift up to 25 lbs. on a regular and recurring basis, and occasionally may need to lift items up to 50 lbs.