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| <b>Mt. Lebanon School District</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                         |
| <b>Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                         |
| <b>Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Secondary School Teacher 6-12</b><br><b>Subject Areas:</b><br><b>Mathematics</b><br><b>English Language Arts</b><br><b>Science</b><br><b>Social Studies</b><br><b>Practical Arts (Family Consumer Science, Business Information Technology, Technical Education)</b> |
| <b>Classification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Non-Exempt                                                                                                                                                                                                                                                              |
| <b>Salary &amp; Benefits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Education Association                                                                                                                        |
| <b>Work Hours/Year</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | According to the School Calendar approved and published by the Board of School Directors and in accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Education Association                           |
| <b>Reports To</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Building Principal                                                                                                                                                                                                                                                      |
| <b>Summary</b><br>The secondary school teacher facilitates and directs the instructional process for students in grades 6-12 in the designated subject area by planning, adapting, and presenting to students an appropriate curricular program based on academic standards, benchmarks, and goals, that guides academic development and personal growth in a safe, respectful, and purpose-driven classroom environment. The teacher engages students in learning using a variety of instructional techniques, assesses knowledge, and communicates progress with students, parents/guardians, and the administration. The teacher collaborates professionally and works to meet the individual needs of students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                         |
| <b>Essential Functions</b> <ul style="list-style-type: none"> <li>▪ Instruct students for the purpose of improving their success in the academic subject area assigned through a defined curriculum and course of study adopted by the School District and in alignment with the Pennsylvania Academic Standards, as approved by the Pennsylvania Department of Education.</li> <li>▪ Compose or adapt, plan and implement effective and orderly lesson plans that deliver educational content and that meet individual needs, interests and abilities; provide appropriate accommodations for students in accordance with individualized education plans.</li> <li>▪ Deliver group and individual instruction in-person in the school building; deliver remote instruction when determined by the District</li> <li>▪ Utilize a variety of teaching techniques and instructional materials, including instructional media and technology.</li> <li>▪ Administer developmental testing programs and/or subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.</li> <li>▪ Monitor and assess student progress towards objectives, expectations, and/or goals; provide feedback to students, parents/guardians and administration; develop or apply interventions, reinforcement activities, and/or other methods for improvement as needed.</li> <li>▪ Develop a systematic grading procedure according to the policies of the school and maintain organized and thorough records of student achievement.</li> <li>▪ Prepare a variety of written materials (grades, attendance, anecdotal records, meeting minutes, etc.) for the purpose of documenting student progress and meeting mandated requirements.</li> <li>▪ Manage student behavior for the purpose of providing a safe, fair and optimal learning environment; create</li> </ul> |                                                                                                                                                                                                                                                                         |

a classroom environment conducive to learning and appropriate to the maturity of the students.

- Supervise students in a variety of educational environments and maintains appropriate student behavior and discipline in the halls, classroom, during assemblies, field trips, programs, etc.
- Instruct students in the safe storage, handling, and operation of the materials, tools, and equipment associated with the assigned subject area, if any, and ensure compliance with safety precautions.
- Collaborate with instructional staff, other school personnel, parents or guardians, and a variety of community resources for the purpose of improving individual and overall student outcomes and achieving established curricular objectives.
- Coordinate with instructional support staff assigned to the classroom concerning job responsibilities that facilitate classroom operations; coordinate with instructional support staff assigned to students with special needs enrolled in the classroom to address the academic, behavioral, and social-emotional needs of the students.
- Use planning and preparation time productively to compose, produce, revise and reflect on instructional plans and materials.
- Actively participate in in-service training sessions and pursue professional development to maintain appropriate licenses and certifications, and in compliance with Act 48 requirements.
- Assume individual responsibilities assigned by the Building Principal which may relate to student activities, student supervision or other planning and professional assignments.
- Respond to emergency situations (student behavior problems, health emergencies, security threats, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Demonstrate professionalism and maintain good moral character in aspects that occur in and beyond the classroom/building.
- Other duties as assigned.

### **Qualifications**

- Minimum of a Bachelors degree from an accredited college or university in education and/or subject area
- Appropriate active instructional teacher certification issued from the Pennsylvania Department of Education according to the *Certification Staffing Policy Guidelines*, or equivalent eligibility for pending certification
- State mandated renewable background clearances and trainings for employment in PA public schools
- Middle and/or high school teaching experience preferred

### **Competencies**

- Subject specific expertise; mastery of the content knowledge and skills needed to teach the assigned subject area and grade levels.
- Must possess excellent interpersonal skills including active listening skills and the ability to communicate clearly and professionally with students, parents and other District employees.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgement, and work under high level of stress as it pertains to the job.
- Must be able to organize tasks and handle multiple tasks within close time proximity.
- Must possess computer skills, including a working knowledge of standard office and classroom equipment and instructional media, software applications and other technologies (e.g. digital and e-tools).
- Must be able to safely store, inventory, handle and operate the materials, tools, and equipment associated with the assigned subject area.
- Must be able to learn and apply new skills, especially technological skills.
- Must be able to think creatively, analyze, and solve problems.
- Must demonstrate talent in the instruction of students with varied styles and levels of mastery.
- Must appropriately handle confidential information.

### **Work Environment**

Typical secondary school classroom and other academic and non-academic settings within the school building (library, cafeteria, auditorium, gymnasium, playground, etc.).

### **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer or other mobile device. The employee may be required to lift, carry, push, and/or pull objects. The employee may need to provide safe, physical management or restraint of students when necessary. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Disclaimer**

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

### **The Mt. Lebanon School District is an Equal Opportunity Employer**

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.