

**UPPER ADAMS SCHOOL DISTRICT  
TEACHER - ELEMENTARY/SECONDARY CLASSROOM JOB DESCRIPTION**

**Policy Statement:**

The classroom teacher will facilitate student intellectual, social, emotional, and physical growth and to enable each student to contribute to the fulfillment of his/her potential as an able and responsible citizen. The classroom teacher will report to the building principal and/or supervisor.

**Duties & Responsibilities:**

1. Collaborates with other staff members in the educational process and assists with the smooth operation of the building.
2. Displays an interest in and participates in the total school program.
3. Exhibits enthusiasm, dependability, punctuality, consistent and regular attendance, and active participation in assigned teaching, instructional and non-instructional duties, attendance at meetings, and in the use and care of equipment and facilities.
4. Displays positive personal traits, such as neatness, integrity, character, good citizenship, respect for others, honesty, and responsibility and acts as an appropriate role model for students.
5. Abides by the Pennsylvania School laws and regulations, Federal and State laws and regulations governing educational and civil rights of all students and others, Child Protective Services Act, and the terms of the Collective Bargaining Agreement.
6. Upholds and enforces school rules, administrative regulations, and Board policies and maintains confidentiality.
7. Dresses in a professional manner appropriate for the position so as to serve as a role model for the students.
8. Works cooperatively with and maintains open lines of communication with administrators, parents, students, staff members, and the general public.
9. Participates in curriculum review and redesign as required by department, subject area, or grade level.
10. Participates in an ongoing professional development program to enhance professional competence and abides by state law and regulations regarding continuing education.
11. Integrates Chapter 4 Regulations and the Upper Adams School District Comprehensive Plan into the instructional program.
12. Incorporates the philosophy, objectives, and expectations of the Educator Effectiveness Model in the attainment of professional goals.
13. Develops, maintains, and accurately completes all required written records and reports within established time lines.
14. Creates and utilizes a variety of instructional strategies to attain lesson objectives and to provide students with opportunities which extend beyond the classroom.

15. Diagnoses and evaluates student abilities and progress to develop effective instructional strategies to help students meet instructional objectives and provides timely feedback to students concerning their progress.
16. Recognizes and uses appropriate technology relevant to the curriculum taught.
17. Establishes an educational environment which appreciates a multi-cultural understanding within the classroom.
18. Promotes and utilizes a proactive, positive, and constructive approach in dealing with conflict.
19. Complies with and is familiar with all students' IEPs, Service Plans, action plans, or other administratively approved adaptations and appropriately accommodates disabilities in accordance with applicable laws and regulations.
20. Demonstrates understanding and concern for each student in meeting his or her educational needs, including the recommendation for the evaluation of students thought to be exceptional or in need of special education, gifted education, or accommodations.

Physical/Mental/Environmental

Standing for extended periods of time.  
Sitting for extended periods of time.  
Moderate lifting from 15-30 pounds.  
Some moving of various items - up to 30 pounds.  
Manual dexterity to use office equipment.  
Repetitive operation of computer keyboard.

Sensory Abilities:

Ability to communicate effectively in all aspects of the job.

Work Environment:

Generally, office setting or business program school term.

Supervision Received and Exercised:

The elementary and secondary teacher shall be a professional employee. He/she is responsible directly to the building principal.

Board Approved 1-17-2017