



Job Description: Teacher

<u>Date Updated:</u>	November 2024	<u>FLSA Status:</u>	Exempt
<u>Reports To:</u>	Appropriate Principal(s)	<u>Employee Group:</u>	Professional
<u>Hours Per Day:</u>	7.5	<u>Days Per Year:</u>	191

Job Summary: Promote the students' welfare and proper educational development in keeping with the accepted theories of child growth and development.

Qualifications:

- Proper Special Education Teaching Certification
- Experience with instructional methodology.
- Current (dated within five years) Child Abuse, PA State Criminal History, and PDE FBI Clearances as required by the Child Protective Services Law and PA School Code.

Duties and Responsibilities (including but may not be limited to):

1. Maintain cooperative working relationships with staff members and parents.
2. Assist with cocurricular and other duties as determined by the building principal.
3. Keep accurate records of students' evaluations, reporting to the parent or guardian the progress and adjustment.
4. Interpret the curriculum through contact with the parents and daily contact with students.
5. Provide for the care and proper usage of school property and maintain current inventory used for instructional purposes.
6. Cooperate with and participate in the planning and evaluation of the school program.
7. Assist with, and participate in, the in-service programs offered in the schools, as needed.
8. Contribute to the development of, and support for, building and district goals.
9. Follow planned course objectives and time requirements for teaching assignments.
10. Oversee teacher aides in the performance of their duties.
11. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal, or designee.

Physical Demands:

- Ability to walk, stand, and sit
- Ability to bend, twist, and climb stairs
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel, and grasp objects
- Ability to use both hands for repetitive motion
- Occasionally lift/push and/or move up to 20 pounds
- Occasionally stoop, kneel, or crouch

Sensory Abilities:

- Close vision, distant vision, and depth vision perception
- Good hearing abilities
- Able to speak clearly and distinctly
- Able to read correspondence/computer screens

Work Environment:

- Standard office/classroom setting including standard office equipment



WEST YORK AREA SCHOOL DISTRICT

Every Student Every Day

Required Knowledge, Skills and Abilities:

- Read publications and professional materials to keep abreast of studies, new techniques, and materials designed to improve instruction.
- Observe proper and professional lines of communication concerning district policies, procedures, and methods.
- Strong human relations skills.
- Must be courteous, congenial, cooperative, and service-oriented.
- Professional appearance.
- Utilize databases, and other district software and technology proficiently, as designated by the supervisor.
- Must be able to work independently or in a team (as circumstances warrant), and able to work with frequent interruptions.
- Must be able to communicate effectively with students, personnel at all levels, and members of the public.
- Follow written and verbal directions, provide direction, and motivate peers.
- Must be able to read/write/correspond clearly, concisely, and effectively at a post-secondary level; interpret and follow district policies, regulations, and work rules; and exercise good judgment.
- Must appropriately handle confidential information.

Evaluation: The performance of this job will be evaluated annually in accordance with provisions of the applicable policies of West York Area School District.

Hiring Practice: The school district's hiring policy is that the best candidate will be selected based on the recommendation of the Interview Team and the Superintendent or designee.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE

Employee Name Printed

Employee Signature

Date