

WINDBER ARE SCHOOL DISTRICT
JOB DESCRIPTION

Department: Instruction

Standard Title: Classroom Teacher

Primary Function:

A Classroom Teacher will execute all duties required for an effective instructional program for all assigned children.

Supervision Received:

A Classroom Teacher is directly responsible to the assigned Principal and/or his/her designee.

Direction Exercised:

A Classroom Teacher is responsible for the supervision of all assigned students, aides and volunteers.

Essential Duties:

District:

1. Be responsible for following the applicable policies and regulations as established by the Board of Education and the administration.
2. Be responsible for cooperating with the administration in the organization, implementation, and evaluation of the educational program.
3. Cooperate in attempting to insure that the students efficiently use all equipment, supplies, and utilities.
4. Attempt to maintain a good working relationship with district personnel.
5. Be responsible for maintaining the necessary current records and reports.
6. Maintain plan books consistent with district and building policy.
7. Meet and instruct assigned classes in the locations and at the time designated.
8. Plan a program of study consistent with the appropriate K-12 curriculum expectations of the District.
9. Establish and maintain a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
10. Prepare for assigned classes and show written evidence of preparation upon the request of immediate supervisor.

11. Communicate regularly with parents to discuss pupil progress and/or behavior.
12. Guide the learning process toward the achievement of District curriculum expectations by establishing and stating clear objectives for all lessons, units, and projects.
13. Employ a variety of instructional techniques and instructional media, consistent with the needs, interests, and capabilities of the students.
14. Implement by instruction and action the District's vision, mission, and focus.
15. Assess the accomplishments of students on a regular basis and provide progress reports for students not achieving at expected level of performance.
16. Recognize student exceptional educational needs and cooperate with District consultants and specialists in assessing and helping pupils solve health, attitude, and learning problems.
17. Recognize student exceptional abilities and cooperate with gifted and talented staff in assessing student needs and designing and implementing appropriate programs.
18. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
19. Maintain accurate, complete and correct records as required by law, District policy, and school administrative requirements.
20. Assist the administration in implementing policies and rules governing students.
21. Develop rules of classroom behavior and procedure and maintain order in a fair and just manner consistent with District policy. Make provisions for being available to students and parents for education-related purposes outside the instructional day.

Students:

1. Be responsible for planning the appropriate learning activities to meet the students' needs in accordance with, but not limited to, objective established for each course.
2. Be responsible for supervising the learning activities of the students and adjusting instruction when necessary.
3. Be responsible for the evaluation of the students' performance and communicating this achievement to students, parents, and the appropriate administration.
4. Participate in the development and implementation of Individual Education Plans.
5. Provide guidance to students, which will promote their welfare and proper educational development.
6. Refer student problems to the proper district personnel when those problems interfere with the students' growth of learning or the learning of other students.

7. Maintain a classroom atmosphere conducive to student's safety.
8. Have a well developed knowledge of instructional techniques necessary to teach reading and writing skills.

Professional Growth

1. Be responsible for obtaining and updating the necessary certification documents and reporting any changes to the district's central administration office.
2. Attend staff meetings as required.
3. Serve on committees and participate in the sponsorship of student activities.

Community Relations

1. Communicate with the parents of assigned students regarding the activities and progress of the students in the classroom.

Secondary Duties:

1. To work with the principal in providing a program of continuous instructional delivery to assigned students.
2. Keep informed of modern educational thought and practices through advanced study, attending conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
3. Attend and participate in district-sponsored in-service programs.
4. Performs duties with awareness of all LEA requirements and practices.
5. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

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

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. A Classroom Teacher shall hold at least a bachelors degree and appropriate certification from an accredited institution and the Department of Education.
2. Meet all federal and state certification requirements.
3. Knowledge of State and Federal regulations relative to elementary and/or secondary instruction.
4. Knowledge of program planning and budgeting.
5. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.