



Fort Cherry School District

Job Description

Title:	Teacher
Overview:	Employee shall create an instructional program and class environment which is personalized to each learner's style and need; develop lesson plans aligned to District and State standards; establish effective rapport and continually communicate with students, parents, and families on academic, behavioral, emotional, and social growth; prepare learners to meet the demands of the future workforce; build confidence, resiliency, and independence through collaboration, innovation, critical thinking, problem solving, and achievement of PA academic standards
Location:	Applicable School Building
Reports to:	Building Principal
Supervises:	Students
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Provide instruction to learners, as appropriate to the grade level and content area of the teaching assignment
2. Perform duties which may include, but are not limited to: school library/learning commons supervision, hall/cafeteria supervision, study hall monitoring, and arrival and dismissal supervision (i.e. bus loading and unloading)
3. Organize and supervise recreational activities to promote physical, mental, and social development, as appropriate
4. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in the learning experience

5. Prepare effective and relevant plans and assignments for substitute teachers, teacher assistants, student teachers, and volunteers
6. Assist with the preparation of scope and sequence, course overviews, instructional outlines to create curriculum guidelines aligned to PA Academic Standards
7. Establish clear learning objectives, procedures, and assessments for all instructional lessons, units, and projects; communicate the designed objectives to the learner
8. Prepare and organize learning materials and learning environment to most effectively instruct the learning objective(s)
9. Plan and execute activities to deliver a balanced program of instruction, demonstration, and work time that provides learners with opportunities to observe, question, and investigate
10. Create an effective environment for learning through functional and attractive displays, bulletin boards, instructional centers; display students' work, as appropriate
11. Communicate educational expectations in writing and verbally (as appropriate) to students, parents, and any other individual as needed for the educational development of the students (i.e. Special Education teacher, paraprofessional, tutor, etc.)
12. Participate in the implementation of the Career Pathways Program requirements, as appropriate
13. Fulfill all requirements, accommodations, and/or modifications listed in IEP, GIEP, 504, or other support service paperwork
14. Observe and evaluate students' performance; reteach, remediate, and/or recommend additional services as appropriate
15. Adapt, modify, and personalize teaching methods and instructional materials to meet learners' varying needs and interests
16. Prepare, administer, and grade assignments and assessments in order to evaluate a learner's progress

17. Utilize student data to plan and/or modify lessons, assignments, projects, assessments, and/or tests to meet the needs of all students
18. Maintain accurate and complete student attendance, grade reporting, and behavioral records to monitor student progress, as required by laws, district policies, and administrative regulations
19. Enforce all school district, state, and federal policies and rules governing students
20. Establish and enforce appropriate expectations and procedures in order to maintain order among the students for whom responsible
21. Communicate with parents and guardians regarding their child's progress, and determine priorities for their child to achieve and succeed, which includes scheduling and/or participating in parent information/consultation meetings, as needed
22. Guide and counsel students regarding academic, behavioral, emotional, and social achievement, adjustments, needs and/or interests
23. Confer with parents or guardians, other teachers, counselors, and administrators in order to improve, resolve, and/or manage academic, behavioral, emotional, and social growth and development
24. Consult with other professionals to discuss individual learner's needs and growth
25. Prepare learners for life beyond the classroom through career pathways of exploration, partnership, and opportunities
26. Integrate technology and innovation in instructional environment
27. Instruct and monitor learners in the use and care of equipment and materials, in order to prevent injury and damage
28. Administer standardized assessments as determined by the District, State, and/or Federal regulations

29. Gather, analyze, and evaluate district, school, class/course, and student data to formulate data informed decisions
30. Create and utilize reports related to student data
31. Select, store, order, issue, and inventory instructional/classroom equipment, materials, and supplies
32. Serve on staff committees, supervise clubs/activities/organizations, and participate in building wide celebrations/events/activities as applicable
33. Attend professional meetings, trainings, conferences, and learning opportunities to maintain and improve professional competence
34. Maintain expectations of the PA Code of Professional Conduct and Practice.
35. Meet all state requirements for maintaining an active and valid certification (i.e. Continuing Education/Clearances) Communicate effectively with all members of the District and Community
36. React to change productively and handle other tasks as assigned
37. Maintain confidentiality
38. Support the mission, vision, and belief statements of the District
39. Any other responsibilities assigned by the Superintendent/Building Principal/Director of Pupil Services

Qualifications and Skills:

- Bachelor's Degree, active PA teaching certificate appropriate for position
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions

- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent/Building Principal

Terms of Employment:

Employment obligations will be defined in the Professional Educator Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement