

KARNS CITY AREA SCHOOL DISTRICT
JOB DESCRIPTION
Teacher – Classroom



IMMEDIATE SUPERVISOR Building Principal

GENERAL DUTIES

The Teacher promotes and develops successful learning for students, performs instructional and related duties in accordance with District Policies and terms of the teacher contract. The Teacher also maintains a cooperative attitude with staff, parents, and students.

ESSENTIAL REQUIREMENTS

- A. All required clearances as per current law
- B. A minimum of a Bachelor's degree from an accredited institution
- C. Holds an appropriate license from the Pennsylvania Department of Education
- D. Demonstrates excellent written and verbal communication skills
- E. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- F. Maintain integrity of confidential information relating to students, staff, or district patrons
- G. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. The competent teacher will:
 - 1. Provide a variety of classroom techniques and methods
 - 1.1 Promote high levels of achievement in relation to individual student abilities
 - 1.2 Use techniques and methodologies appropriate to student abilities
 - 1.3 Utilize current and relevant subject matter
 - 2. Demonstrate knowledge of and ability to use research-based principles of effective instruction
 - 2.1 Organize instruction using learning objectives with clearly defined student outcomes
 - 2.2 Employ teaching strategies congruent with planned student outcomes
 - 2.3 Select teaching strategies emphasizing student involvement
 - 2.4 Monitor student learning and pace instruction accordingly
 - 3. Develop and maintain an environment conducive to effective student learning
 - 3.1 Develop written rules of classroom behavior and communicate those rules to all students
 - 3.2 Enforce written rules for classroom behavior

- 3.3 Communicate course goals and academic expectations to students
- 3.4 Provide for the health and safety of students in all instructional settings
- 4. Prepare effectively for class
 - 4.1 Prepare daily lesson plans
 - 4.2 Provide instruction predicated on course goals and objectives
- 5. Develop and communicate appropriate grading standards to students
 - 5.1 Establish written grading standards that are clear and incorporate a variety of graded activities
 - 5.2 Assure that grading standards are explained and available to parents
- 6. Develop and maintain positive interpersonal relationships
 - 6.1 Model personal behaviors of honesty, fairness, courtesy and consideration
 - 6.2 Maintain a cooperative relationship with administration, staff, students and parents
 - 6.3 Share appropriate information with parents and with other staff members
- 7. Provide documentation of students' progress
 - 7.1 Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members
 - 7.2 Assign and check homework and provide feedback to students
 - 7.3 Maintain appropriate records of student performance
- 8. Build motivation and interest in learning
 - 8.1 Exhibit personal interest and encourage student interest in the subject area
 - 8.2 Maintain a current awareness of literature/activities in subject area
- 9. Maintain an ongoing personal program of professional growth and development
 - 9.1 Develop and implement annually an approved plan for professional growth and development
 - 9.2 Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
 - 9.3 Participate in District sponsored in service offerings appropriate to assignment
- B. Cultivate and model a respectful working and learning environment

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

day) NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per

day) C – Continually (5.5 – 8 hrs per

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: : Records, books, files, equipment, furniture and supplies

Other requirements:

- Ability to quickly and repetitively alternate from one physical requirement to another physical requirement within the work environment
- Ability to freely maneuver in and around your work area
- Ability to effectively communicate with others
- Ability to consistently meet the physical requirements throughout the workday
- Tolerance to chemicals, dust, substances and other products or bi-products used in or generated by the operations of the School District

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons
- G. Perform assigned job responsibilities free of error in a timely, efficient and professional manner
- H. Refrain from engaging in conduct that interferes with the efficient and proper operation of the School District
- I. Refrain from publicly disclosing information obtained during the course of employment and/or the performance of job responsibilities without the prior written authorization of the Superintendent
- J. Comply with federal and state laws applicable to job responsibilities and employment with the Karns City Area School District

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)”

Employee Name (print)

Date

Employee Signature

Date