BOYERTOWN AREA SCHOOL DISTRICT
JOB DESCRIPTION

Position:	Secondary Teacher	Employee Group:	Professional Staff
Report To:	Building Principal	Created:	
FLSA:	Exempt	Revision Date:	January 2024
Work Year:	Per CBA		

Job Summary:

To create a flexible secondary education program in a regular or virtual class environment, adapting best practices from favorable to student learning and personal growth; to establish appropriate effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further education, in accordance with each student's ability; and to establish appropriate, effective relationships with parents and with other staff members by effective use of different modes of communication and interaction as is appropriate, such as online, phone or face-to-face conferencing and email or other written communication.

Supervisory Responsibilities:

1. Supervises students in and out-of-classroom activities during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.

Essential Duties:

1. Teaches specified curriculum to students in a classroom using the curriculum adopted by the Board of School Directors and other appropriate learning activities. Where applicable, adapts and teaches curriculum in a virtual classroom setting. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
2. Instructs students in citizenship and basic subject matter specified in state law, district approved curriculum, and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and uses technology to enhance or deliver instruction. Translates lesson plans into learning experiences so as to best use the available time for instruction. Prior to use of new technologies, uses and tests hardware and applications to ensure it works as smoothly as possible for intended uses.
4. Demonstrates understanding of and abides by federal, state, and local school laws and regulations, mandated programs, District policies and administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
5. Establishes and maintains standards of student behavior needed to achieve a safe and inspiring learning atmosphere in the virtual or regular classroom.
6. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports. Communicates with parents through conferences and other means to discuss student's progress and interpret the school program. Ensuring they are consistently made aware of all means of contacting the teacher for this purpose.

7. Assists students and parents with technical support requests by either securing necessary IT support or, where possible, directly providing basic technical support for issues relating to use of school provided technology or equipment, such as virtual school set-up, basic computer set-up, navigation, and troubleshooting.
8. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve social, emotional, behavioral, and academic issues.
9. Creates an effective setting environment for learning, through a functional and an attractive regular or virtual classroom environment.
10. Maintains professional competence through professional development activities provided by the district or through self-selected activities.
11. Administers group standardized assessments in accordance with the district assessment program.
12. Participates in curriculum development programs as required, faculty committees, regularly scheduled meetings, assigned day and evening activities, and sponsorship of student activities, as required.
13. Adheres to all safety rules throughout the building, classroom, and outside areas.
14. Recruit students in specialized curriculum.
15. Maintains specialized equipment in specific subject areas.
16. Performs other duties as assigned.
17. Performs in accordance with school policy, administrative regulations, state, and federal laws.

Qualifications and Requirements:

- Must have a valid and active Pennsylvania Instructional Certificate in assigned subject area.
- Maintains professional competence through professional development education activities provided by the district or through self-selected activities.
- Supervises students in out-of-classroom activities during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.
- Administers group standardized assessments in accordance with district assessment programs.
- Participates in curriculum development programs as required, faculty committees, regularly scheduled meetings, assigned day and evening activities, and sponsorship of student activities, as required.
- Performs other duties as assigned.
- Performs in accordance with school policy, administrative regulations, state, and federal laws.
- Ability to establish and maintain effective relationships with students, peers and parents, excellent skills in oral and written communication.
- Completion of School Health Physical and TB test.
- Completion of required background.
    - Act 34 – PA Criminal History Clearance
    - Act 151 - Child Abuse History Clearance
    - Act 114 - Federal Criminal Background Check

Physical Requirements:

- Visual acuity.
- Auditory ability to be able to use a telephone.

- Ability to speak clearly and distinctly.
- Prolonged periods sitting at a desk, standing, walking and/or working on a computer.
- Specific vision abilities required that include close vision such as to read handwritten or typed material, and the ability to adjust focus.
- Ability to meet multiple demands from several people and interact with the public and other staff.
- Must be able to lift up to 15 pounds at times .

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and perform other job-related duties requested by the Superintendent or Designee.

The position holder must be able to perform the essential duties and responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Chief Human Resources Officer of any and all reasonable accommodation that will be required.

Boyertown Area School District is an Equal Opportunity Employer