

**CHARLEROI AREA SCHOOL DISTRICT**  
**CHARLEROI, PA 15022**

**POSITION:**

ELEMENTARY SCHOOL TEACHER

**QUALIFICATIONS:**

- Any combination of training and experience that would lead to successful employment as a Primary School teacher.
- Experience working with primary school students preferred.
- Knowledge/experience in analyzing student data to improve instruction and affect learning.
- Ability to establish and maintain an effective collaborative working relationship with administrators, professional staff, service personnel, parents and students.
- Knowledge/experience regarding necessary accommodations/modifications for eligible students.
- Outline integrated technology use within classroom instruction.
- Relate knowledge and/or awareness of the following initiatives/programs: character education, study skills, bullying.
- Demonstrate basic computer skills.

**ESSENTIAL FUNCTIONS/DUTIES INCLUDE:**

- Guide the learning process toward the achievement of curriculum goals and alignment with PA state standards and anchors.
- Establish clear objectives for all lessons, units and projects and communicate these objectives to students.
- Plan and implement a program of study to meet the individual needs, interests and abilities of the students based upon multiple-assessment data.
- Upon request of the principal and/or the superintendent, submit instructional plans showing evidence of preparation and sequential skill development.
- Monitor student progress towards learning objectives; demonstrate progress monitoring.
- Analyze student achievement data and revise instruction accordingly.
- Implements a program of study determined by the primary-school curriculum and PA standards.
- Plan and implement a program of study to meet the individual needs, interests and abilities of the students based upon multiple-assessment data.
- Prepare for instruction and show written evidence of preparation upon request of the principal and/or the superintendent.
- Employ a variety of instructional methods and strategies and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individual or student groups involved.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Maintain accurate, complete and correct records as required by law and administrative regulation.
- Exhibit the stability to deal effectively with the stress of managing a diverse population of students.
- Collaborate with specialist(s), counselor(s) and administrator(s) to provide an optimum learning environment for students.
- Develop reasonable rules of classroom behavior and procedure and maintain order in the classroom in a fair and just manner.
- Maintains and upgrades professional skills.
- Utilize instructional management systems that increase student learning and maximize time on task.
- Monitor student progress towards learning objectives.
- Promote and maintain positive pupil-teacher-parent relationships.
- Effectively communicate students' progress to parents.
- Maintain professional work habits and dress.
- Perform other duties assigned by the principal or superintendent.