LEBANON SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Social Studies Teacher
SERVICE RANGE: Secondary level - Middle School/High School
ADOPTION: 2005

BASIC FUNCTION

The Social Studies Teacher plans, and administers the social studies instructional program and classroom operation in compliance with guidelines and regulations determined by the administration, Board of Directors, state and federal agencies. He/she will create an environment that encourages learning, motivates students to develop skills, attitudes and knowledge needed to establish and continue a firm foundation to perpetuate the learning experience through the post secondary education and/or career opportunities. The Social Studies Teacher will utilize all resources available to establish a cooperative relationship with parents, staff members and administrators to support each student's opportunity to learn and grow in educational and life experiences.

The position of Social Studies Teacher shall include active participation in the school's operation to support a positive learning environment. This position reports to and is evaluated annually by the Building Principal and/or his/her designee.

EDUCATION AND EXPERIENCE

The requirements for this position are a minimum of a bachelor's degree and appropriate Pennsylvania Department of Education (PDE) certification and qualifications prescribed by law, to include NO Child Left Behind (NCLB).

KNOWLEDGE, SKILLS AND ABILITIES

The Social Studies Teacher will demonstrate proficiency with the Lebanon School District social studies curriculum, Benchmarks, PA Standards, and appropriate assessments. He/She will strengthen his/her abilities by reviewing innovative programs supported by best practice and research.

The Social Studies Teacher must be able to articulate the school and district goals regarding the social studies and secondary educational program to staff, students, parents and community members. He/She must possess the knowledge, pedagogical abilities and attitudes necessary to be a successful scholar, decision maker and agent for curriculum enhancement and change. The Social Studies Teacher must be aware of and comfortable using computer and technological applications as educational tools, to include utilizing E-mail, Microsoft Word, spreadsheet and curriculum based software.

AUTHORITY AND RESPONSIBILITIES ((E) Designates Essential Functions):

1. Teaches social studies and incorporates language skills, writing skills and critical learning procedures, utilizing the course of study adopted by the Board of Directors. (E)
Social Studies Teacher

2. Instructs students in citizenship and basic subject matter as specified in state laws, regulations and District policies.

3. Develops clear and appropriate lesson plans and identifies instructional materials on a weekly basis (minimum). (E)

4. Selects, designs and organizes objectives, strategies and materials for teaching social studies, and incorporates research findings in the instructional program. (E)

5. Provides individualized and small group instruction (as necessary) to adapt the curriculum to the needs of each pupil. He/she will have the ability to teach at various levels of instruction, including advanced placement courses. Determines the appropriate pace for instruction related to students' abilities and explains material and subject content to students and parents. Differentiates instruction for students based upon need and works with students and other teachers in inclusive settings.

6. Establishes and maintains standards of behavior in the classroom and throughout the school to achieve a positive and functional learning atmosphere for students.

7. Evaluates students' academic and social growth, keeps appropriate records, prepares student progress reports, and provides accurate and constructive feedback to students and parents. (as necessary). (E)

8. Uses data to improve the learning and instruction process. (E)

9. Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude and learning problems.

10. Creates an effective learning environment.

11. Participates in the selection of books and other instructional materials.

12. Supervises students in out-of-classroom activities during the assigned work day. (E)

13. Administers group standardized tests in accordance with District regulations.

14. Participates in curriculum development programs.

15. Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.

16. Maintains professional competence through District sponsored in-service programs and approved professional development activities. (E)

17. Demonstrates regular and timely attendance. (E)

18. Is able to speak and write in a clear, concise manner. (E)

19. Is able to move throughout the building (all floors) and school grounds as necessary. (E)
20. Is able to lift a minimum of fifty (50) lbs. (E)

21. Collaborates and cooperates with other professional staff members and administrators in facilitating the delivery of the entire educational program to students, to include art, ESC, music, physical education, remedial and gifted programs.

22. Follows all Board policies, and building procedures and submits required information and reports within identified timelines. (E)

23. Performs other duties as may be assigned by the Building Principal, Superintendent or his/her designee.