



# COLUMBIA BOROUGH SCHOOL DISTRICT

## POSITION GUIDE

<b>TITLE:</b>	Afterschool Instructional Teacher for ReSet to Graduation Program	<b>Revised:</b>	October 2023
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>Position:</b>	Teacher
<b>LOCATION:</b>	Columbia High School	<b>Exempt:</b>	Position
<b>REPORTS TO:</b>	Building Principal(s) and Assistant to the Superintendent		

## SUMMARY OF PURPOSE

This position is responsible for helping students learn academic content and skills that will contribute to their development as mature and responsible students and is accountable for the daily operations of the ReSet to Graduation Program. Critical areas currently include preparing class assignments, establishing objectives for all lessons, assessing student's accomplishments, effective communications and providing purposeful assignments with the objectives and educational mission of the school district.

## ESSENTIAL FUNCTIONS

1. Meets and instructs assigned students at the Columbia High School on Monday through Thursday from 3:30 to 6:30 during school instructional days as per the district school calendar.
2. Creates an environment that is conducive to learning and maturity and interest of the students.
3. Prepares for classes and shows written evidence of preparation upon request of immediate supervisor.
4. Encourages students to set and maintain standards of classroom behavior.
5. Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, and the motivational behavior to communicate these objectives to students.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Assesses the accomplishments of students on a regular basis and provides feedback.
8. Supports special education needs of students and seeks assistance of district coordinator and supervisor.
9. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
10. Makes provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
11. Work under direct supervision of the building principal(s) and administrators.

## **COLUMBIA BOROUGH SCHOOL DISTRICT**

### **POSITION MANAGEMENT GUIDE**

12. Other duties as assigned by building principal(s) and/or administrators.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

This position requires the following skills:

- Demonstrate proficiency with technology/computer software such as, but not limited to Microsoft office suite, Microsoft teams and Google suite
- Highly organized and detail oriented
- Possess good communication skills, both written and verbal, always maintains confidentiality
- Able to work independently
- Able to learn new skills quickly
- Demonstrate flexibility
- Must be a team player

### **DEPARTMENT/ORGANIZATION**

- Makes decisions consistent with the CBSD credo, motto, and service values.
- Builds strong relationships and create responsible caring citizens
- Creates unique, memorable, and personal experiences
- Understands role in achieving district goals to ensure the success of students
- Continuously learns and grows professionally
- Seeks opportunities to improve the CBSD experience
- Creates a work environment that is positive and supportive
- Creates an environment of teamwork and lateral service so that the needs of all stakeholders are met
- Takes pride of professional appearance, language, and behavior.
- Serves as an ambassador of CBSD and protects the privacy of others and confidential district information
- Responsible for a clean, welcoming, and safe environment
- Performs other functions as assigned by Supervisor

### **MARGINAL FUNCTIONS**

Marginal Functions will vary with the specific assignment and depend on the position function for which the person is responsible.

### **SCOPE AND IMPACT**

This position works independently in the performance of the essential functions. Contacts include district administrators, students, parents, teachers and outside organizations and agencies.

### **MINIMUM REQUIREMENTS**

Must have a current Pennsylvania Teaching Certificate with endorsement in particular certification area for position and any additional endorsement required for highly qualified. Must have experience in classroom management and instruction. Must possess a desire to work with elementary, middle, and/or high school age students and care about individual needs.

### **OTHER REQUIREMENTS**

- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

## COLUMBIA BOROUGH SCHOOL DISTRICT

### POSITION MANAGEMENT GUIDE

- Applicants for employment are required to obtain an FBI Criminal History Record Act 114
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Such alternatives to these other qualifications as the Board may find appropriate and acceptable.

### **PHYSICAL/COGNITIVE/ENVIRONMENTAL**

Physical Demands:	Sitting 50%, walking/standing 50% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Some stooping, bending, and twisting of the body Ability to lift and/or carry supplies weighing up to 20 lbs. or more Ability to stand or walk for extended periods of the workday Ability to sit for extended periods of the workday
Sensory Abilities:	Visual and Auditory acuity Visual acuity to read correspondence and computer screens Auditory acuity to be able to deal effectively with people
Work Environment:	Typical public education environment. Subject to inside and outside environmental conditions
Temperament:	Must possess excellent interpersonal skills Must be able to work in an environment with frequent interruptions Able to receive oral communication Able to make judgments and work under high level of stress
Cognitive Ability:	Ability to communicate effectively Ability to organize tasks Ability to handle multiple tasks Ability to exercise good judgment Ability to follow written and verbal directions.
Mental:	Ability to define problems, collect and organize information, establish facts, and draw valid conclusions to solve the problem/handle the situation and use clear and good judgment. Must be able to remain calm in what can become a stressful environment.

*I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I verify that I can fulfil all essential functions, requirements and demands of the position as stated with or without reasonable accommodation.*

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

*The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job - Reasonable accommodations will be reviewed, evaluated, and may be made to enable individuals with disabilities to perform the essential functions of this position.*