

## York Adams Academy

POSITION- Secondary Teacher

TERM- 193 days per year, 3.4 hours per day

EMPLOYEE STATUS- This is a part-time (Monday through Friday-7:45 am to 11:15 am), professional certified position.

JOB DESCRIPTION- This position reports to the Director. The position does not include supervision of any other professional employee. The primary function is to provide direct instruction and supervision of services to high school students.

### DUTIES AND RESPONSIBILITIES-

1. Provide for the planning and delivery of instruction to assigned students in accordance with YAA Joint Authority Board approved curriculum
2. Maintain current certification and up-to-date knowledge of subject matter, instructional strategies, classroom management techniques and use of technology.
3. Work cooperatively with other staff members to maintain a safe, productive and positive school environment
4. Implement an “Educational Plan” developed for each student
5. Provide students with an overview of school policies and procedures as well as an explanation to the various methods, materials and technology used in the delivery of instruction
6. Monitor student progress and grade all assignments in accordance with school policy
7. Submit final course grades and necessary supporting documentation to the director upon the student’s completion of each course
8. Record student attendance
9. Maintain student records
10. Provide overall supervision and behavior management to students
11. Participate in curriculum revision and staff development
12. Maintain professional decorum in all interactions with students, parents and the public
13. Conduct oneself in accordance with PSEA/NEA “Code of Ethics for the Education Professional”
14. Support the mission of the school in all public contacts.
15. Perform other services reasonably related to the instructional mission of the school as designated by the director

### QUALIFICATIONS-

1. Bachelor’s degree or higher from an accredited institution

2. Valid PA Secondary Teaching Certificate (7-12) (All content areas will be considered)

#### APPLICATION PROCESS-

Submit the following documents:

Letter of Interest

Resume

References

PA Standard Teaching Application

Copy of PA Teaching Certification

Copy of Current Clearances (Less than 1 year old)

Act 114-FBI Fingerprinting and Criminal History

Act 34-PA State Police Criminal History

Act 151-Child Abuse

Mail Employment Documents to:

Christopher Fultz-Director

York Adams Academy

300 East 7th Avenue

Suite 500

York, PA 17404

Or

Email to: [cfultz@yorkadamsacademy.org](mailto:cfultz@yorkadamsacademy.org)