Job Description Summary

Art engages students’ senses in open-ended learning and supports the development of cognitive, social-emotional and multisensory skills. The K-8 Art Teacher will guide students to become more well-rounded and capable individuals by teaching them to develop original ideas through creative projects and practices. The K-8 Art Teacher is responsible for creating a classroom environment to develop an interest in, and the ability for, creative expression in visual terms, using skills and techniques of artistic expression appropriate to the students’ interests and abilities, and to discover and develop talents of students in the field of art.

Qualifications

- Current PA Art K – 12 teaching certification.
- Bachelor’s Degree required.
- Current Act 33 / 34, Act 114, Act 151 clearances required.
- First Aid / AED / CPR certification required.
- Requires the ability to conceptualize and create art form(s) and encourage creative flow while applying artistic principles.
- Demonstrated experience in teaching and working directly with students.
- Demonstrated experience in developing effective working relationships. Experience in collaborating and communicating with internal and external groups (school administration and staff, community organizations, and parents.)
- Have an in-depth understanding and working knowledge of diversity, inclusion, and equity regarding students, staff, programs, services, and activities.
- Able to communicate, comprehend and perform complex computations.
- Experience collaborating with teachers, students, parents, families, community agencies and their representatives. Able to work effectively as a member of a team.
- Able to effectively present information, interpret data and articulately respond to questions from administrators, staff, parents, students, business and educational partners, and the general public.
- Excellent written, oral, presentation and interpersonal communication skills.
- Able to accept and provide constructive criticism.
- Able to work independently and complete assigned tasks with minimal supervision.
- Proficient with Apple, Windows, and / or Google based technologies and the willingness to experiment with new devices and instruments essential to the position.

Essential Duties and Responsibilities

- Plan lessons on art and art history in accordance with students’ learning objectives.
- Plan, prepare and deliver instructional activities based on District approved curricula.
- Instruct students in art, such as painting, sketching, designing, and sculpturing.
- Suggest books and choose art supplies for courses. Demonstrate methods and procedures to students.
- Instruct students in proper care and use of tools and equipment.
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- Plan and present art displays and exhibitions designed to exhibit students’ work for the school and the community.
- Create positive educational climates to facilitate student learning.
- Develop lesson plans to include a balanced art program and organizes daily class time so that instruction can be accomplished within the allotted time. Integrate competencies, goals, and objectives into lesson plans.
- Meet course and school-wide student performance goals.
- Utilize curricula that reflects the diverse educational, cultural, and linguistic backgrounds of the students served.
- Maintain a schedule for student instruction approved by the Principal and adhere to that schedule.
- Maintain accurate pupil accounting records. Grade projects, create / maintain reports and perform other teaching duties as needed. Gather evidence for progress reports and report cards.
- Employ a variety of instructional techniques, instructional media, and performance assessments.
- Establish differentiation in teaching style and lesson plans. Identify student needs and cooperate with other professional staff members in assessing and helping student(s) solve learning, health, and behavioral needs; make appropriate individual physical and instructional accommodations within the learning space as needed.
- Utilize school STEAM learning labs to facilitate learning objectives.
- Manage student behavior in the classroom by invoking approved disciplinary procedures, specifically related to PBIS and / or SEL practices. Develop incentives to keep participants in class.
- Tutor students on an individual basis, as needed.
- Provide for the care and protection of school property.
- Communicate in a collaborative manner with other school personnel to ensure compliance with policies and / or state and District regulations.
- Communicate with parents / guardians concerning student’s educational program and progress.
- Develop professional relationships with outside agencies and programs.
- Cooperate with program coordinators to ensure initiatives are being met. Unannounced classroom “walkthroughs” will occur at which time individual students may be asked questions regarding their curriculum and / or lessons being taught.
- Prepare and submit lesson plans or other required plans for preparing lessons based on the state standards. Document in the weekly lesson plans how these objectives are being met and how the objectives correlate with the state standards.

Additional Responsibilities

- Supervise students in assigned out of classroom activities during the assigned working day, such as but not limited to: student arrival and dismissal, recess, assemblies, etc.
- Participate in the business and professional activities of the faculty.
- Maintain personal professional growth by taking part in staff development, actively seek and develop effective approaches to instruction through the application of best practices in pedagogy.
- Attend all faculty meetings called by the Building Principal, Superintendent or designee before, during, or after school, unless excused by the person calling the meeting prior to the time of the meeting.
- Execute the Board and Administrative policies within the classroom and community. Interpret the policies of the District to parents and other patrons.
- Maintain strict confidentiality concerning student records in compliance with FERPA.
- Perform other duties as assigned periodically by the Principal, Superintendent or designee in conjunction with the teaching duties and /or for the protection of the health and welfare of all students.
- All other duties as assigned by the Building Principal or designee.

Reporting
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Reports directly to the Building Principal

Terms of Employment
Salary, work schedule, evaluation and other conditions of employment are in accordance with the current Duquesne Education Association (DEA) Collective Bargaining Unit.

Physical Demands
This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. Employee will be required to operate various computer / technical systems for data entry and to demonstrate technological aspects of this position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Lifting, carrying, pushing, pulling 30 pounds.
- Kneeling, crouching, bending, and reaching to retrieve and handle teaching materials and supplies.
- Speak clearly and distinctly when communicating.
- Hear clearly.
- Adequate vision to perform duties.

Work Environment
Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the city of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through a multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

ADA
The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Additional Information
The Duquesne City School District (DCSD) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300, extension 6018.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.