

Marquardt School District 15 Job Description

Job Title: Primary Elementary Education Teacher (K-2) **Position Type:** General Education Teacher

Supervises: NA

Reports To: Assistant Principal/Principal

Primary Evaluator: Principal and Assistant Principal

Role Purpose: The Primary Classroom Teacher is responsible for implementing effective instructional practices grounded in district curriculum, state standards, and research-based strategies. The position emphasizes purposeful planning, student-centered instruction, ongoing assessment, and reflective practice to ensure all students achieve academic success in a respectful and supportive learning environment.

Qualifications

- Bachelor's degree in Education or related field from an accredited institution
- Current Illinois Professional Educator License (PEL)
- Appropriate Elementary Education / Self-Contained endorsement
- Knowledge of Illinois Learning Standards
- Knowledge of RtI, tiered instruction, and intervention practices

Knowledge and Skills

- Knowledge of district curriculum, Illinois Learning Standards, and grade-level content expectations.
- Knowledge of child and adolescent development and an understanding of how students learn.
- Knowledge of research-based instructional strategies, assessment practices, and differentiation.
- Knowledge of MTSS frameworks and tiered instruction and interventions.
- Knowledge of classroom management strategies that support a positive, safe, and inclusive learning environment.
- Knowledge of ethical and legal responsibilities related to student confidentiality and school operations.

Beliefs

- Belief that all students can learn and achieve at high levels when provided appropriate support and instruction.
- Belief in creating an inclusive, respectful classroom environment that values diversity and student voice.
- Belief in using assessment data to guide instruction and improve student outcomes.
- Belief in ongoing professional learning, instructional coaching, and reflective practice.
- Belief in shared responsibility and collaboration among educators, families, and the school community.
- Belief in maintaining high standards of professionalism, integrity, and ethical conduct.

Essential Responsibilities

Planning & Preparation

- Plan and implement instructional programs aligned with district curriculum, state standards, and school improvement goals.
- Establish clear instructional outcomes that reflect high expectations, meaningful learning, and appropriate differentiation.
- Demonstrate content knowledge and make connections across relevant disciplines.

- Utilize assessment data and student performance information to plan, adjust, and modify instruction.
- Prepare lesson plans and instructional materials and provide evidence of preparation upon request.

Instruction

- Deliver instruction that actively engages all students and supports academic and interpersonal growth.
- Use a variety of instructional strategies and resources to meet diverse learning needs.
- Clearly communicate learning expectations, lesson objectives, and feedback to students.
- Use questioning, discussion, and instructional techniques that promote critical thinking and student participation.
- Demonstrate flexibility and responsiveness to student needs during instruction.

Assessment & Student Progress

- Design and administer formative and summative assessments aligned to instructional goals.
- Assess student progress toward targets and standards and provide timely feedback to students, parents, and administration.
- Use assessment results to evaluate student learning, develop individual learning plans, and guide instructional grouping.
- Maintain accurate, complete, and timely records in accordance with district and state requirements.

Classroom Environment & Student Management

- Create a classroom environment of respect, rapport, and high expectations.
- Establish and manage classroom procedures that maximize instructional time.
- Manage student behavior through fair, consistent, and developmentally appropriate expectations.
- Ensure a safe learning environment where all students are respected, valued, and have equitable access to learning.

Collaboration & Communication

- Communicate effectively and professionally with students, families, colleagues, and community partners.
- Collaborate with instructional staff, support personnel, and administrators to meet student needs.
- Participate in team meetings, IEP/MTSS processes, and problem-solving discussions as appropriate.
- Support student teachers, instructional assistants, volunteers, and substitutes when assigned.

Professional Responsibilities

- Participate in ongoing professional development as required and encouraged by the district.
- Engage in instructional coaching, reflective practices, and feedback cycles to improve instructional effectiveness.
- Participate in the district's New Teacher Induction and mentoring program, when applicable.
- Reflect on instructional strategies, classroom practices, and student outcomes to enhance learning.
- Maintain professional relationships that demonstrate mutual respect, cooperation, and shared responsibility.

- Adhere to all Board of Education policies, administrative procedures, and the MEA collective bargaining agreement.
- Maintain strict confidentiality and demonstrate ethical and professional conduct at all times.
- Respond appropriately to emergency situations and report incidents in accordance with district and state guidelines.
- Perform other duties as assigned to support the effective operation of the school and district.

Work Environment

While performing the duties of this job, the employee regularly works inside but could occasionally be outside and is subject to noises associated with an educational environment both indoors and outdoors that is deemed moderate. The employee is regularly required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Work requires some lifting, pulling or pushing during the normal performance of tasks and responsibilities. The employee works in an educational setting with children of varying ages and abilities and is directly responsible for the safety, well-being, and work output of students. Duties may be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, hallways, and on field trips away from the school. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Terms of Employment: Salary is in accordance with the teacher salary range for MSD15

Reviewed/Revised: January 26, 2026