



<i>Position</i>	Mandarin Chinese Teacher
<i>Location</i>	J Sterling Morton District 201 Campus
<i>Department</i>	Modern Language
<i>Reports To</i>	Director of EL and Modern Language
<i>Position Summary</i>	To create an optimal learning environment that focuses on a variety of individual educational needs; to inspire, motivate and stimulate students to master course content and develop skills to the utmost of their learning capabilities.
<i>Qualifications</i>	Illinois Professional Educator's License with Endorsement in the regular subject area.
<i>Terms of Employment</i>	Ten (10) months
<i>Evaluation</i>	Annually
<i>Compensation</i>	2024-2027 Morton Teacher Salary Rates, Pay, and Fringe Benefits.pdf

<i>Essential Duties and Responsibilities</i>
<ul style="list-style-type: none"> • Prepares materials and plans daily instructions appropriate to each assigned class, which is aligned to the Illinois State Standards. • Develops instructional objectives for each lesson and relates the objectives to the course and divisional goals and district objectives. • Maintains desirable discipline standards in the classroom in an atmosphere conducive to learning and assists when needed with student disciplinary control in other school areas. • Creates and maintains an atmosphere conducive to each student's emotional and developmental skills, one in which each student can develop a sense of worth and dignity. • Seeks assistance from the Assistant Principal, Principal, and other support staff specialists to improve the instructional program or to assist in resolving specific classroom problems. • Recommends changes and improvements in the curriculum to the Assistant Principal, principal, and curriculum director. • Establishes and maintains parent-teacher communication by preparing for and attending parent-teacher conferences and by initiating and maintaining other necessary contact.

- Keeps accurate records for each student and performs those duties relative to pupil accounting assigned by the administration, including the recording of attendance, grades, evaluation data, etc.
- Develops and administers appropriate tests and reports performance to parents, administrators, and students.
- Notifies students, on a periodic basis, of the schedule of times for individual assistance.
- Participates in faculty, division, departmental, and in-service meetings.
- Understands and explains special emergency procedures to students and supervises students during emergency situations.
- Provides a specific program of safety instruction, safety testing, and safety practice in each shop, laboratory, and other area of potential hazard.
- Observes the professional day by being to work and class on time.
- Is sensitive to the physical and learning disabilities of students and takes appropriate measures to assist these students.
- Implements all district policies.
- Serves as a role model for students in leadership, scholarship, character development, and acceptance of responsibility.
- Recognizes the value of co-curricular activities and demonstrates a willingness to assume sponsorship of activities when needed.
- Performs other job-related duties as directed by the administration.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing.

Work Environment

The employee will typically work indoors in one or multiple locations but may be required to travel outdoors in inclement conditions to go from building to building for meetings or classes. The employee may be required to move from room to room through corridors heavily congested with people. The noise level in the work environment is usually moderate at a standard acceptable level for this environment.

Job Description Adopted

August 29, 2024