

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93**  
**JOB DESCRIPTION**

Job Title: **Teacher - Licensed**  
Pay Schedule/Range: **24 pays per year**  
Reviewed Date: **October 30, 2025**

Reports To: **Principal**  
FLSA Status: **Exempt**  
Work Year: **180 days**

**SUMMARY:** Responsible for planning and teaching a program of personalized instruction appropriate for the age and ability of the learner in accordance with school and District goals, objectives, policies, and procedures. Establish and maintain a climate for learning, achievement, caring, and respect. Assignment(s) may include classroom, preschool/early childhood, special education, EL, Dual Language, Title I, and/or Resource.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Physical presence during all scheduled work hours is required. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Implement instructional delivery to meet learning objectives, including utilizing a variety of teaching methods, resources, and technology; checking for understanding; pacing learning activities and planning instruction to personalize the learning for the students; challenging students to determine alternative solutions; encouraging active student involvement and input; effectively communicating directions, expectations, and concepts; and cultivating student self-esteem. Provide appropriate student supervision to maintain student safety and an appropriate classroom/school environment	D	50%
2. Plan instruction aligned consistently with State Standards, District-approved curricular learning objectives, and embedded technology standards for assigned subject area(s), and/or grade(s), and individual students.	D	10%
3. Establish and maintain a climate for learning, achievement, caring, and respect by establishing and enforcing high behavior, quality of work, and interpersonal expectations; implementing positive reinforcement; utilizing restorative practices establishing classroom procedures/processes; and organizing efficient classroom space.	D	10%
4. Select, develop, and implement quality assessment practices, processes, and instruments. Analyze formal and informal student assessment data to determine, improve, and/or maintain appropriate level of student knowledge, skills, and abilities, and adjust instruction accordingly to meet the needs of various students.	D	10%
5. Develop and maintain files, records, and reports as required by district, state, and/or federal guidelines, policies, procedures, and laws.	D	5%
6. Consult with students, parents, and staff regarding educational concerns, social-emotional needs, and behavior management of students. Assist with developing action plans for individual and/or collective groups of students.	D	5%
7. Develop, analyze, and revise personal professional growth plan.	M	3%
8. Collaborate with classroom Teachers, Specialists, Psychologists, Social Workers, Speech/Language Therapists, Physical Therapists, Occupational Therapists, and Nurses as needed to facilitate the education of the student.	M	3%
9. Attend appropriate professional development, in-services, building/committee meetings, trainings, parent/student conferences, and/or school functions.	M	3%
10. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree plus additional coursework required for certification or licensure
- Successful completion of student teaching assignment
- Teaching experience in subject area or level desirable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid Illinois Professional Educator License (PEL) registered in DuPage County
- Endorsement in area of specialty may be preferred or required

- CPR, Concussion Training (IHSA), and CPI Certifications are required for all Physical Development Positions
- CPI Certification is required for all Self-Contained Special Education Classroom Positions
- Criminal background check required for hire; employment contingent on appropriate results
- Valid driver’s license, state identification, or passport

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong oral and written communication skills
- Strong interpersonal skills
- English language skills
- Bilingual oral and written communication skills may be preferred or required
- Time management, problem solving, and collaboration skills
- Leadership and management skills
- Knowledge and skill to be able to plan and implement effective personalized instruction in a digital environment
- Serve as a model of a technology competent user
- Use technology to advance student learning, creativity, and innovation
- Design digital-age learning experiences and assessments
- Promote digital citizenship and responsibility
- Knowledge of content, teaching methods, and best practices in area(s) of assignment/specialty
- Knowledge of developmental needs of students
- Strong understanding of and empathy for students
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent, building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, multi-function machines, E-mail, etc.
- Operating knowledge of the Google Suite.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	
<b>Reports to:</b>	Principal	
	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job may have direct supervisory responsibilities of a paraprofessional as appropriate	<b>0-3</b>

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, instruct, compile, evaluate, compute, copy, and negotiate.