

BOURBONNAIS ELEMENTARY SCHOOL DISTRICT NO. 53

School District Position Description

JOB TITLE:	Teacher, Elementary
DEPARTMENT:	Instruction
REPORTS TO:	Building Principal
CONTRACT:	Per Negotiated Agreement/BEA/Teacher

APPROVED BY:	Board of Education	DATE:	November 12, 2002
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SUMMARY

To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members. (See also appropriate Employee Handbook, Board Policy Manual, and Evaluation Tool.) This job description is not intended, nor should it be construed, to be a list of all responsibilities, skills, efforts, or working conditions associated with the job.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES include the following:

Other duties may be assigned.

- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates and maintains a classroom climate that is conducive to learning.
- Prepares for classes assigned and shows written evidence of preparation.
- Establishes and maintains reasonable rules of conduct which encourage self-discipline and responsibility.
- Guides the learning process toward the achievement of the District curriculum and goals and the Illinois State Teaching Standards – in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to the students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the capabilities of the individuals or student groups involved.
- Guides students toward demonstrating appropriate academic achievement, which is consistent with the Board, approved curricular objectives and the student's ability.
- Acquaints self with and adheres to the policies and procedures as established by the Board of Education and Administration in written or verbal form.
- Assesses the accomplishments and academic progress of students on a regular basis, provides progress reports as required, effectively uses formal and informal assessments to plan lessons that differentiate instruction for individual needs and complies with the student evaluation and grading policies of the District.

- Works cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral development of the student including providing for conferences with parents and students.
- Serves as a positive role model for students and colleagues, demonstrating professionalism that includes a positive attitude, professional appearance, positive rapport with parents and colleagues and goal setting for improvement.
- Holds and communicates high expectations of student achievement and behavior. Seeks to motivate students and colleagues to perform at high levels.
- Strives to maintain and improve professional competence.
- Attends staff meetings and performs actively on committees as required by the administration.
- Meets accepted standards of professional behavior.
- Performs other tasks assigned by the administration or required for the effective implementation of District goals, objectives, programs, and policies.
- Participates with local school improvement plan.
- Administers assessments on a timely basis as directed by administration.
- Encourages students to set and maintain standards of classroom behavior.
- Instructs children in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the School District.
- Develops lesson plans and instructional materials and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents by means of newsletters, e-mails, notes, phone calls, or conferences.
- Is available to students and parents for education-related purposes during the contractual work day. Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the students.
- Creates an attractive and welcoming atmosphere and environment for learning.
- Displays loyalty to District No. 53, the School Board and its governance, policies and contracts.
- Supports the Mission and Vision of the District.
- Maintains a professional appearance.
- Maintains a professional and positive rapport with parents/co-workers/administration/School Board.

SUPERVISORY RESPONSIBILITIES

Supervises classroom, students, paraprofessionals and volunteers.

***QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION and/or EXPERIENCE

Bachelor degree or higher.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Illinois Teaching Certificate in area of study required by I.S.B.E. guidelines and regulations.

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, technical procedures, basic school law and governmental regulations. Ability to create and write reports and corresponds with parents and administration. Ability to effectively present information and respond to questions from administration, parent, students, staff members, and the general public as requested.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, basic algebra, and fundamentals of geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons to address the needs and abilities of students. Ability to establish and maintain effective relationships with students, parents, peers and administration. Skilled in oral and written communication. Ability to perform duties with awareness of District requirements and Board of Education policies. Ability and willingness to use word processing and data base software on a personal computer for documents required by the District as well as newsletters, correspondence to parents, etc.

***PHYSICAL DEMANDS** The physical demands described here are representative (customarily associated with) of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the

employee may occasionally push and/or lift up to 40 pounds such as a child, boxes of books or AV/VCR carts. The employee is directly responsible for safety, wellbeing, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.