

COUNTRY CLUB HILLS SCHOOL DISTRICT 160
Position Description

Job Title: ELA - TEACHER
Position Level: CERTIFIED TEACHER
Location/Department: SCHOOL SITE
Reports to: BUILDING PRINCIPAL

FSLA Status: Exempt
Date Prepared: March 2018

Job Summary:

Position is responsible for creating a classroom environment that develops in each student skills of listening, speaking, reading, and writing that are fundamental to effective communication and literate citizenship; that develops appreciation of good literature of all types; that motivates students to read widely for information and recreation; that develops standards for critical judgment of written and oral communications transmitted by mass media; and that discovers and develops special talents of students in the field of English to prepare each student to meet the Common Core Language Arts Standards.

Reports to:

Supervises Directly: No one, unless temporarily assigned

Supervises Indirectly: No one, unless temporarily assigned

Essential Duties and Responsibilities:

1. Teaches content and skills in English language, literature, composition, reading, journalism to middle school students, utilizing curriculum approved by the Board of Education.
2. Adapts English material and methods to develop relevant sequential assignments and lesson plans that guide and challenge students.
3. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with Common Core Standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
4. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
5. Encourages students to think independently and to express original ideas.
6. Evaluates each student's progress in meeting the course standards for English skills (listening, speaking, reading and writing).
7. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
8. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
9. Communicates with parents and school counselors on student progress.
10. Supervises students in assigned out-of-classroom activities during the working day.
11. Participates in faculty committees and the sponsorship of student activities.
12. Administers testing in accordance with division testing practices.
13. Models nondiscriminatory practices in all activities.

Primary Working Relationships:

- English Language Arts Team, Administration, Students

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Skills and Abilities:

- Strong communication, public relation, and interpersonal skills.
- Skilled listener, problem-solver and relationship builder.
- Ability to communicate clearly and concisely in both oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Ability to compose correspondence, reports, and/or other required written materials.
- Ability to effectively present information and respond to questions, inquiries, and /or complaints.
- Display courtesy, tact, and respect when dealing with others

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

Minimum Requirements:

- Valid Illinois Professional Educator Licensure, Endorsement in English
- Bachelors' Degree with a minor or major in English
- Ability to establish and maintain effective working relationship

Education, Certification, and Experience:

- Bachelors, Masters or Doctorate Degree in English Language Arts
- Educator Certification

The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.

Language Skills:

Must have the ability to comprehend simple instructions, read correspondence and memoranda and communicate effectively with all stakeholders. Must have the ability to write clear and concise memoranda, directives, or letters without close supervision. Must have the ability to orally present information effectively to parents and the general public.

Contract Period: 10 months, 180 days

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	S	Kneel	S	Lift/Carry > 50 lbs.	S	Push/Pull > 50 lbs.	S	Talk	F
Climb Stairs	S	Lift/Carry under 10 lbs.	O	Push/Pull under 10 lbs.	S	See	F	Twist	F

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Crawl	S	Lift/Carry 10-25 lbs.	S	Push/Pull 10-25 lbs.	S	Squat	S	Walk	O
Hear	F	Lift/Carry 25-50 lbs.	S	Push/Pull 25-50 lbs.	S	Stoop/Bend	O		

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is quiet to moderate.

Calendar/Work Schedule and Compensation:

Annual Calendar: 180 day calendar
Compensation: X Paid per the Contractual Agreement (salaried)
 Paid per the Contractual Agreement (hourly)

Classification:

 Administrative
 Support Staff
 X Certified
 Non-Certified

FLSA Status:

 Non-Exempt from overtime under the Fair Labor Standards Act
 X Exempt from overtime under the Fair Labor Standards Act

Approvals:

Reviewed and Approved by: _____ Date: _____

Human Resources: _____ Date: _____

Employee Signature: _____ Date: _____