



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Third Grade Teacher

Purpose Statement

The position of Third Grade Teacher has been established for the purposes of providing instruction and supervision to students in the various 3rd Grade Teacher disciplines at the elementary school level. It is also intended to help students learn any and all subject matters that will contribute to their college and career ready development.

Reports To

Building Principal

Essential Functions & Job Responsibilities

PLANNING AND PREPARATION

- Prepare for classes assigned and show written evidence of preparation upon request of the immediate supervisor.
- Plan and supervise assignments for teacher aides, student teachers, and volunteers.
- Plan and implement instruction using methods and materials which are most appropriate for meeting district goals and objectives, including coherent instruction, and producing appropriate instructional outcomes.
- Ensure that lesson plans demonstrate appropriate content knowledge, use the various resources available for instruction, and appropriately adapt to various student needs.
- Plan for ongoing formative and summative assessment to inform instruction.

CLASSROOM ENVIRONMENT

- Create a classroom environment that is conducive to learning and appropriate to the maturity, interests and abilities of students.
- Set and maintain appropriate standards of classroom behavior that are consistent with administrative policies and develop rules for classroom behavior which are enforced in a fair and just manner.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy in all environments and at all times.

INSTRUCTIONAL

- Plan and implement a program of instruction for each student that incorporates diagnosis, prescription, and evaluation, and teach in the context of the latest instructional models.
- Ensure each child's work is meaningful, aligned to learning targets, balanced, and appropriate so that it promotes the overall well-being of the student.
- Provide quality instruction and tutoring for student population in the locations and at the times designated.
- Employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provide and the needs and capabilities of the individuals or student groups involved.

- Assess and analyze student math performance on a regular basis, using appropriate math assessment tools. Provide progress reports as required and communicate with parents as deemed necessary.
- Work to establish and maintain open lines of communication with students and their parents, concerning both the broad academic and behavioral progress of all assigned students.

PROFESSIONAL RESPONSIBILITIES

- Demonstrate support, through instruction and action, for the Mission, Beliefs, and Goals of the Crete-Monee School District 201-U.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Maintain complete, accurate, and correct records as required by law, district policy, and administrative regulation.
- Communicate with colleagues, students, parents, and the community as needed to meet professional standards.
- Make provision for being available to students and parents for education-related purposes outside the instructional day, when required or requested to do so under reasonable terms.
- Attend building and district meetings and serve on committees to promote effective communication, efficient operation, and a strong instructional program.
- Serve on district committees which develop curriculum and enhance instruction; committee work beyond the regular school day will follow guidelines established in policy.
- Contribute to the decisions made by the district and building regarding budget, facilities, curriculum, professional development, and personal well-being.
- Establish and maintain cooperative relations with others.
- Take an active part in the district approved teacher evaluation process.
- Provide for individual professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
- Perform other responsibilities as assigned by the administration.

Job Requirements: Minimum Qualifications

- Valid Illinois Teaching Certificate (registered with Will County region 56) with an elementary school endorsement and meet the requirements for “highly qualified” for the subject area(s) and/or grade level(s) assigned.
- A minimum of two to four (2-4) years of recent and proven successful teaching, or for new graduates, student teaching experience within the past five (5) years specific to the position assigned, and/or at the discretion of the Superintendent.
- Previous experience and skills as requested by Building Principal or the Superintendent.

Terms of Employment

Salary and work year as established by the Board of Education and Crete-Monee Education Association through professional negotiations.

Classification

This position is classified as a CMEA union non-exempt Teaching position.

Evaluation

Performance of this job will be evaluated by the Building Principal or designated administrator in accordance with the Board of Education’s policy on Evaluation of Professional Personnel.