ZION-BENTON
TOWNSHIP HIGH SCHOOL DISTRICT 126
COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126
JOB DESCRIPTION

POSITION TITLE:	**Teacher**	**LOCATION:**	
REPORTS TO:	**Immediate Supervisor and Administration**	**STATUS:**	**Union Member**
CLASSIFICATION:	**Certified**	**TERM:**	**180 days**

About D126:

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal "To ensure that students graduate ready for college, a career, and life."

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today's global society.

General Summary:

Provides supervision of and quality instruction for assigned students, communicates and collaborates effectively with all stakeholders, and adheres to all District's policies and procedures in order to maximize students' academic, social, and emotional potential.

Essential Duties and Responsibilities:

1. Shall be directly responsible to his/her assigned Division Chair and the administration.
2. Meets and instructs students at designated locations and times.
3. Develops and maintains a classroom environment congruent with the teaching philosophy, Board of Education policy, and goals of the district and that reflects a culture of respect and responsibility.
4. Plans, prepares, and delivers instructional activities that facilitate active learning experiences and that align with the District's approved curriculum for assigned courses.
5. Differentiates instructional methods and utilizes a variety of formative and summative assessments/data in order to provide an effective program that addresses the varying needs of individual students.

6. Encourages students to meet acceptable standards of classroom behavior as defined in the Student-Parent Guide and follows established progressive disciplinary procedures.
7. Upholds and enforces school rules, Illinois School Code, Board of Education policies and administrative regulations.
8. Takes precautions to protect students and notifies appropriate district personnel of any specific concerns related to students' wellbeing, including mandated reporter responsibilities.
9. Abides by the Board of Education's grade calculation policy.
10. Maintains an accurate and up-to-date electronic grade book. Posts grades online in a timely manner for the purpose of athletic eligibility and parent and student access. Submits electronic grades and comments for each student in compliance with School Board reporting requirements.
11. Creates and maintains accurate electronic records of student attendance and generates all other records as required by law, district policy and administrative regulations.
12. Follows the District's Response to Intervention (RtI) procedures by referring students and providing information and data to assist the Problem Solving Teams and fellow teachers.
13. Attends and actively participates in committee, team, department, faculty, and district meetings.
14. Attends IEP meetings and completes related paperwork as required.
15. Assists with the facilitation and/or proctoring of district wide student assessments.
16. Fulfills all requirements associated with the teacher evaluation process by submitting appropriate materials and coordinating observations and conferences with administration in a timely manner.
17. Checks and responds to e-mail and voice mail daily.
18. Establishes and maintains open lines of communication with students, parents, and colleagues concerning both academic and behavioral progress of students.
19. Makes provisions to be available to students and parents for educationally related purposes outside the instructional day when necessary and under reasonable terms.
20. Complies with District policies regarding notification of personal absences, preparing lessons and materials for substitutes, and completing appropriate leave paperwork in a timely manner.
21. Performs related duties as assigned by immediate supervisor and/or the administration in accordance with district policies and practices.

Knowledge, Skills, and Abilities:

- Possesses superior interpersonal, human relations, and behavior management skills.
- Demonstrates knowledge and expertise in the areas of best instructional practices.
- Works effectively in a collaborative setting.
- Committed to educational excellence.
- Possesses excellent oral, written, and presentation communication skills.
- Competent in performing a high degree of detailed work.
- Able to work well under pressure, problem solve, and meet deadlines.
- Able to remain flexible and adapt to changing demands.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Able to maintain confidentiality and use good judgment.
- Maintains appropriate professional attire.
- Demonstrates a commitment to professional growth and lifelong learning.

Education and Experience:

Individuals must meet all state and federal requirements associated with the position.
Returning staff members must be able to meet the qualifications associated with a position's job description in order to be included in the ranking for that position, which includes possessing current state certification for teaching the subject(s) assigned as verified by the Regional Office of Education, and meeting or being able to meet federal highly qualified requirements for the position. Individuals must have met these requirements at the time staffing decisions are being made. In addition, for those teachers who have not taught the subject in the previous five years, the teacher must successfully complete three (3) semester hours of graduate study in the subject(s) (or the equivalent), as approved by the Superintendent, within one calendar year of the effective date of the new assignment.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

Salary Range: $57,000 - $63,000 annually based upon candidate's relevant educational attainment and experience as per Collective Bargain Agreement.

Benefits:

- Health, Dental and Vision Insurance for employee and optional family plans.
- Teacher Retirement System (TRS) paid by the Board of Education
- Sick and Personal Leave
- Bereavement
- Tuition Reimbursement

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.