



Job Description Classroom Teacher

Title: Teacher

Reports to: Building Principal

Supervisory Responsibilities: None

FLSA Status: HCHTA

Terms of Employment: Per HCHTA Contract

DISTRICT 181 EXPECTATIONS

All District 181 employees are expected to:

- Support all aspects of a student's development (social/emotional, academic, physical, artistic expression) through caring and respectful relationships
- Take collective responsibility for providing equitable opportunities and supporting a learning environment for students
- Maintain positive relationships with students, parents/guardians, and staff
- Work collaboratively with parents and colleagues

GENERAL RESPONSIBILITIES:

Teachers shall perform such duties and responsibilities associated with the teaching profession, those outlined in District 181 policies, and those required by the Illinois School Code.

ESSENTIAL FUNCTIONS:

- Differentiates classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers developmental testing programs and/or subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, problem solving techniques and a variety of personal issues.
- Demonstrates a commitment to students and the profession through the participation in professional development experiences for the purpose of gaining the knowledge required to increase student achievement.
- Demonstrates knowledge and methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student needs.

- Directs instructional assistants and volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Engages students in learning for the purpose of achieving success in academic, interpersonal and daily living skills through a defined lesson plan.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Models conversation, manners, clean up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behaviors.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes the learning environment for age appropriate indoor and outdoor activities for the purpose of ensuring student participation in these activities.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students and adhering to Illinois School Code and school district policies.
- Maintain a safe and positive learning environment as defined by Illinois School Code and school district policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school district.

KNOWLEDGE, SKILLS AND ABILITIES:

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job condition. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent technological applications; preparing and maintaining accurate records; effective listening; guiding others; instructional techniques; interpersonal aptitude; leadership; monitoring activities; planning; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Knowledge-based competencies required to satisfactorily perform the functions of the job include the knowledge of: appropriate Illinois School Codes, district policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development, behavioral management strategies; curriculum and instructional methods; English grammar/punctuation/spelling/vocabulary.

ABILITY to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and utilize job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Required abilities also include the ability to work with diverse individuals and/or groups, and work with a variety of data. Problem solving is required to analyze issues and create action plans. Ability to interpret data and use the data to independently solve

problems. Ability to perform basic trouble shooting of job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours to complete job responsibilities; adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; decision making; attention to detail; innovation; leadership and direction; meeting schedules/deadlines; motivating others; multi-tasking; organizing; reliability; taking initiative and teamwork.

EDUCATION, CREDENTIALING and/or EXPERIENCE:

Education: Bachelor's Degree in job related area.

Credentials: Valid Illinois Professional Educator License (PEL) with required endorsements per job role.

Experience: Recent teaching experience or rigorous student teaching experience.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required. The position will require some travel.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Hinsdale CCSD 181 is an Equal Opportunity Employer. It is the policy and practice of District 181 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 181 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.