D|181
COMMUNITY CONSOLIDATED SCHOOL DISTRICT

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 instruction to provide students with materials that align with their individualized learning plans within established lesson frameworks.
- Administers assessments to evaluate student competency levels and inform the development of individualized learning plans.
- Communicates with parents/guardians regarding student progress, expectations, achievements, and strategies for reinforcement at home.
- Monitors and assesses student progress toward learning objectives, providing timely feedback to students, parents, and administration.
- Integrates technology into instruction to enhance learning experiences and support diverse student needs.
- Collaborates with colleagues, parents, and community resources to enhance student learning outcomes and support school improvement initiatives.
- Provides guidance to students on academic performance, problem-solving strategies, and personal development.
- Engages in data-driven instruction by analyzing student performance data to inform lesson planning and interventions.
- Fosters social-emotional learning (SEL) by incorporating strategies that support student well-being, self-regulation, and interpersonal skills.
- Promotes student self-advocacy and independence by encouraging critical thinking, problem-solving, and responsibility.
- Collaborates in interdisciplinary teams to align curriculum goals and coordinate student support across subjects.
- Engages in professional development to strengthen instructional practices and improve student achievement.
- Demonstrates subject matter expertise to effectively plan and implement instructional activities tailored to student needs.
- Supervises instructional assistants and volunteers to enhance classroom effectiveness and address individual student needs.
- Facilitates student engagement by implementing lesson plans that support academic, interpersonal, and life skills development.
- Manages classroom behavior to maintain a safe and conducive learning environment.
- Models appropriate behaviors such as respectful communication, organization, and social etiquette.

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- Supervises students in various settings (e.g., classroom, playground, field trips) to ensure safety and positive interactions.
- Organizes the learning environment for age-appropriate activities that promote student participation.
- Participates in meetings to exchange relevant information and fulfill professional responsibilities.
- Prepares and maintains records (e.g., grades, attendance, reports) to document student progress and meet regulatory requirements.
- Reports safety concerns and incidents (e.g., fights, suspected abuse, substance use) in compliance with Illinois School Code and district policies.
- Maintains a safe and supportive learning environment in alignment with state and district guidelines.
- Responds to emergencies to ensure student safety and escalate concerns to appropriate personnel when necessary.
- Addresses inquiries from teachers, parents, administrators, and other stakeholders to resolve concerns and provide information.
- Maintains confidentiality regarding student records, assessments, and personal information, in accordance with FERPA and district policies.
- Performs additional duties as assigned to support the 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 conditions. 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 troubleshooting 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 EXPERIENCE:

Education: Bachelor's Degree in a 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.

Employee Name: _____

Signature: _____ Date: _____

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