

Community Consolidated School District 21 Job Description

Middle School Social Studies Teacher

- Supervisor:** Building Principal
Director of Teaching and Learning for Science and Social Studies
- Employee Group:** Teacher
- Licensing Requirement:**
- **Required:**
 - Professional Educator License
 - Endorsement in Middle School Social Studies
 - **Preferred:**
 - ESL Endorsement

Purpose/ Description

The Middle School Social Studies Teacher will teach social studies classes aligned to grade level standards. They will collaborate with grade level teammates to utilize common resources and administer assessments to monitor student achievement.

Essential Functions

- Utilizes the district scope and sequence documents and primary resources to plan and implement Social Studies lessons aligned to grade level standards.
- Participates in grade level meetings to review curriculum, assessment data, instructional strategies and other role-specific topics.
- Provides differentiated instruction to support student learning.
- Collaborates with colleagues in the building and across the district to ensure instruction is as effective and aligned to students' needs as possible.

Other Functions

- Performs other duties and responsibilities as assigned.

Job Requirements

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- District curriculum and assessment systems for all students
- Federal, state, and district policies, regulations and laws pertaining to job functions
- Preparing and maintaining accurate records
- Business appropriate grammar and punctuation in English
- Reading and spoken fluency and comprehension in English
- Effective knowledge of data analysis and research methodologies
- Knowledge of effective practices supporting workplace safety
- Thorough understanding of the district's curriculum and assessment systems for all students
- Thorough understanding of district programs serving special populations
- Operation of standard office equipment, computers, and software platforms including G Suite for Education, Office Suite, student information systems, school scheduling, personnel and financial management software

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality
- Communicating tactfully and courteously with diverse groups
- Effectively presenting information in one-to-one and group situations

- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties
- Making sound decisions on the basis of available information
- Maintaining accuracy of work products
- Demonstrating fiscal responsibility
- Adapting to changing work priorities
- Working collaboratively as part of a team
- Demonstrating behavior which promotes positive relationships
- Respecting opinions of others
- Demonstrating the ability to manage conflicts
- Applying common sense understanding to carry out instructions
- Maintaining professional integrity

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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