

Community Consolidated School District 21 Job Description

General Education Teacher (K- 5)

Supervisor: Building Principal

Employee Group: Teacher

Licensing Requirement:

- **Required:**
 - Professional Educator License
 - ESL Endorsement
- **Preferred:**
 - Fluent in English & Russian preferred

Purpose/ Description

The Elementary Classroom Teacher will teach classes aligned to grade level standards. They will collaborate with grade level teammates to utilize common resources and administer common assessments to monitor student achievement.

Essential Functions

- Develops daily, weekly and unit lesson plans, in accordance with acceptable models of teaching, which take into account district policies, state guidelines, school district curriculum, philosophy, subject matter requirements, student classroom composition, societal needs and available resources.
- Plans lessons that accommodate the range of learning styles in the classroom.
- Plans for individual lessons, considering effective grouping practices and instructional methods and presents subject matter to students using a variety of instructional techniques.
- Plans and prepares lesson procedures for substitute teachers.
- Develops interdisciplinary approaches to instruction.
- Plans, collaboratively, with building and district staff.
- Analyzes lesson presentations and anticipates when and how learning occurs through reflective practices.
- Meets with appropriate specialists to adapt lesson plans when necessary to reflect inclusion for a diverse student population.
- Identifies curricular skills and concepts when developing and implementing instructional plans.
- Anticipates needs and demonstrates efficiency and organization when transitioning from one activity to another.
- Facilitates the development of classroom rules which establish and maintain a safe and secure environment that is conducive to learning and clearly communicates expectations to students and parents.
- Facilitates smooth and efficient classroom operations through organized management of materials and supplies.
- Is fair and impartial when dealing with children.
- Handles student-related problems and shows evidence of seeking supportive help when necessary.
- Promptly communicate with the principal and/or parent when problems need supportive help.
- Enforces Board policies and regulations and building procedures.
- Utilizes strategies for classroom management that emphasize working relationships and cooperation and encourage students to resolve disagreements using problem solving strategies.
- Sets up the environment so that students and teacher gain mutual trust.
- When disciplining a student, do so in such a manner to maintain the student's dignity.

- Creates a learning environment that encourages positive social interaction, active engagement, and self motivation.
- Assumes responsibility for assisting in the management of student behavior outside of the classroom (hallways, school grounds, assemblies).

Other Functions

- Shows an understanding of learning theory and organizes effective learning experiences to aid students in achieving District objectives.
- Identifies pupil needs and works together with other professional staff members in assessing and helping students in all areas of their development.
- Identifies and communicates student performance expectations and documents the degree to which the students meet expectations.
- Teaches utilizing curriculum materials adopted by the district as well as appropriate supplemental and teacher-made materials.
- Demonstrates a variety of teaching techniques and strategies that address the multiple intelligences and learning styles.
- Differentiates instruction to meet the needs of all students.
- Evaluates the success of lessons by determining how and to what extent students transfer and apply their knowledge base to new information.
- Utilizes a variety of assessment instruments and procedures.
- Uses assessment data to effectively diagnose student needs and plan appropriate instruction.
- Implements testing procedures in accordance with District policies and state guidelines.
- Uses current technology for instruction, assessment and instructional management as available and appropriate.
- Creates instructional opportunities adapted to diverse learners.
- Is knowledgeable of and applies the concept of curriculum integration as appropriate.
- Understands how children learn and develop, and provides learning opportunities that support their development.

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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