

# Job Description



**Title:** Licensed Classroom Teacher

**Reports to:** Building Principal

## Summary of Position

To create a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation, in accordance with each students' ability; to establish good relationships with parents/guardians and with other staff members.

## Qualifications

- B.A/B.S degree in teaching from an accredited institution.
- Valid Professional Educator's License from the Illinois State Board of Education.
- ESL endorsement required or willingness to obtain the endorsement before the start of their second year of employment
- Preferred, not not required - Bilingual endorsement/approval or fluency in a second language, in addition to English

## Essential Duties and Responsibilities

- Plan, prepare, and deliver standards-aligned lesson plans and instructional materials that facilitate active learning (the Illinois Standards - both content and English language development)
- Assess newly arrived students from non-English backgrounds, analyze assessment data, and inform parents of eligibility for services.
- Develop lesson plans and instructional materials, and provide individual and small group instruction to adapt the curriculum to the needs of each pupil.
- Utilize a variety of learning materials, resources, and strategies that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Establish and communicate clear objectives for all learning activities.
- Observe and evaluate pupils' academic and social growth, keep appropriate records, and prepare progress reports.
- Uses data-driven decision-making to monitor student performance and make instructional/behavioral decisions as appropriate for Multi-Tiered Systems of Support.
- Assign, grade, and provide feedback on classwork, homework, tests, and assignments.
- Prepare and update all necessary records and reports accurately and completely as required by laws, district policies, and school regulations.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction for both cognitive and linguistic needs.
- Create a positive learning environment for students.
- Develop and implement behavior intervention plans with integrity and relevance for the purpose of maintaining classroom management consistent with ensuring a safe learning environment for all students.

- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school and the district.
- Effectively supervise the functions of Teaching Assistants assigned to deliver instruction to students.
- Participate in professional growth activities for the purpose of increasing knowledge and skills, and to implement District-approved curriculum with intentionality and fidelity.
- Participate in department, school, district, and parent meetings.
- Communicate regularly with parents outside normal classroom day by means of newsletters and notes (electronic or paper), phone calls, conferences, etc.
- Maintain effective communication with students, staff, parents/guardians, and administration for the purpose of collaboration, planning, and supporting student growth.
- Plan, prepare, and create accessible lesson plans for substitute teachers in the event of an absence.

*Performs all other duties as assigned.*

### **Key Success Factors**

- Ability to communicate and collaborate effectively orally and in writing professionally with all stakeholders
- Ability to report to work on a regular and punctual basis
- Perform all other related work, delegated or required, to accomplish the objectives of the total school program
- Meet, and maintain, professional teacher education requirements of school, district, and state

### **Physical Demands and Work Environment**

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, including the following: sitting, standing, light lifting, filing, operating office machines and computers, communicating with staff and others.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

*The information contained in this job description complies with the American with Disabilities*

*Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

## **Terms of Employment**

- **Work Year:** 182 working days
- **Leave:** 12 Sick Days, 2 Personal Days
- **FLSA Status:** Exempt
- **Retirement:** TRS
- **Benefits:** Eligible
- **Salary:** Commensurate with experience (\$53,989 - \$65,209)