

Job Category: Certified

Reports to: Building Principal

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The conditions listed below are representative of the knowledge, skills and abilities required.

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning needs and styles
- Knowledge of data information systems, data analysis and the formulation of action plans
- Knowledge of applicable federal and state laws regarding education and students
- Ability to use computer network systems and software applications as needed
- Ability to organize and coordinate work
- Ability to communicate effectively with students and parents
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work

Job Goal

To facilitate student success and growth in academic and interpersonal skills through:

- Implementation of district-approved curriculum
- Documentation of teaching and student progress/activities/outcomes
- Addressing specific education needs of individual students by creating a flexible, safe, and optimal learning environment
- Providing feedback to students, parents, and administration regarding student progress, expectations, and goals

Performance Responsibilities

- Develop and administer curriculum consistent with school district goals and objectives
- Promote a classroom environment that is safe and conducive to student success
- Design and implement personalized instruction effectively

- Develop lesson plans and instructional materials and translate lesson plans into learning experiences that are innovative and promote deeper learning
- Maximize available time for instruction
- Conduct ongoing assessments of student learning and progress and modify instructional methods to fit individual student's needs, including students with special needs
 - Maintain familiarity with district, state, and national standardized assessments for the purpose of maximizing student achievement
 - Continue to acquire professional knowledge and learn of current developments in the educational field by attending workshops and professional meetings
 - Organize and maintain a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement, and attendance as required by district procedures and applicable laws
 - Encourage parental involvement in students' education and ensure effective communication with students and parents
 - Ensure that student conduct conforms to the school's standards and school district policies and establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom
 - Communicate and collaborate effectively with other staff members and participate in staff meetings and workshops
 - Comply with all Board Policies and Administrative Procedures including Board Policy 5:120 Employee Ethics; Conduct; and Conflict of Interest
 - *Other essential duties and responsibilities may be assigned*

Physical, Sensory, and Environmental Demands

Regularly required to sit, stand, walk, talk, hear, traverse up and down stairs, operate a computer, or other office equipment, reach with hands and arms, and occasionally lift and/or move up to 20 pounds.

Evaluation

Performance will be evaluated in accordance with the District Evaluation Plan.

Terms of Employment

Salary and work year to be established according to the collective bargaining agreement