

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: Teacher

Calendar Work Days: 184 - School Year

Supervisor: Department Chair

Status: Exempt - HTHSSA

POSITION SUMMARY

It is the responsibility of the Teacher to provide support to the instructional process by supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines, collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:

- PEL license with appropriate endorsement or other ISBE approval to qualify for assignment.
- Good verbal and written communication skills required.
- Demonstrated leadership ability to facilitate the student learning process.
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents.
- Ability to make independent decisions in accordance with established policies and procedures.
- Ability to deal with difficult situations courteously, tactfully and with discretion and good judgement.
- Knowledge of adolescent development standards.
- Some assignments require instructing students in outdoor conditions on a variety of surfaces.
- Some assignments require working with chemicals, foods, substances, etc. such as an assignment in Chemistry, Culinary Arts, Ceramics, etc. (not an exhaustive list).
- Driver Education assignments require valid IL Driver License, clean driving record, and the ability to ambulate to and drive in a car.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. Individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor.

- Instructs students for the purpose of providing a safe and optimal learning environment.
- Plans and delivers curriculum appropriate for the assignment.
- Implements academic, behavior, health plans, 504 plans, IEP's, language modifications and accommodations, etc. for the purpose of ensuring compliance with regulatory

requirements, established guidelines, and performance standards and encouraging parent involvement.

- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Administers assessments and provides feedback and interventions based on student results.
- Prepares a variety of written and/or digital materials (e.g. grades, attendance, anecdotal records, lesson plans, substitute plans, etc.)
- Communicates with students for the purpose of improving performance, work/study habits, problem solving techniques and a variety of academic and/or social/emotional issues.
- Communicates with students who have been absent for the purpose of making adjustments and accommodations for learning, assessments, and other activities.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes and achieving established classroom objectives in support of the school improvement plan.
- Advises parents and/or legal guardians in a culturally sensitive and appropriate way of student progress for the purpose of communicating expectations, student achievements, developing methods for improvement and/or reinforcing classroom goals.
- Coordinates a variety of activities (e.g. field trips, transportation, lesson plans, etc.).
- Directs student teachers, educational assistants, volunteers and/or student workers as needed.
- Actively participates in a variety of meetings and professional development opportunities (e.g. staff development, institute days, department meetings, etc.).
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to and communicates with Administration, teachers, parents, guardians, and others both in writing and in person/phone and in a timely manner
- Complies with all Board policies, ISBE requirements, School Code, IDPH requirements and other laws and regulations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. Specific vision abilities required by this job include close vision, such as to read type or hand written material. Frequent computer work required. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR

Cheryl Moore

Assistant Superintendent of Human Resources

5500 South Grant Street

Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481