



Elementary School District 159

Excellence in Education Since 1869

“To Educate, Empower and Inspire the Whole-Child”

Job Description

Middle School ELA Teacher

POSITION SUMMARY

Create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide effective teaching instruction, generate adequate student growth as displayed by district and state assessments, and provide a good foundation for students in accordance with each pupil’s ability in alignment to Common Core State Standards (CCSS); to establish good relationships with parents and other staff members.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Principal, Assistant Superintendent of Teaching, Learning & Accountability

Supervises: Students, Volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Teaches and follows the district approved curriculum and instructional pacing guides
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops and submits (typed) weekly lesson plans in alignment to the district’s instructional material and principal’s expectations; provides individualized, small group and differentiated instruction and work stations to adapt the curriculum to the needs of each student.
4. Establishes positive learning expectation standards for all students and evaluates students’ progress while maintaining current and accurate records of their achievements and areas that require growth.
5. Implements instructional methods including but not limited to applying contemporary principles of learning theory and teaching methodology while drawing from the provided instructional materials; participate in the development and implementation of new teaching techniques and provide bulletin board and interest areas reflective of students’ current work.
6. Exhibits and applies knowledge of the curriculum content related to the subject areas and instructional level
7. Participates in programs to improve student attendance
8. Establishes and maintains reasonable rules of conduct within all parts of the school and its outer areas

9. Evaluates, maintains and keeps accurate records of students' academic, attendance, social growth, and progress reports.
10. Assesses the learning of the students on a regular basis and provides evidence of mastery/growth.
11. Incorporates the use of technology in teaching and learning; provides students with multiple tasks that require them to use varying levels of technology and computer programs (i.e. Microsoft Office)
12. Establishes and maintains standards of student behavior to achieve an effective learning atmosphere.
13. Identifies students' needs and makes appropriate referrals and develops strategies for individual education plans IEPs).
14. Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.; all information is kept in an organized log for legal documentation.
15. Is available to students and parents for education-related purposes outside the instructional day (before/after school).
16. Plans and coordinates the work of instructional assistants, parents, and volunteers in the classroom and on field trips.
17. Creates an environment for learning through functional and attractive displays, interest centers and exhibits of students' work.
18. Attends district and outside professional learning; displays/shares knowledge of the learned content to the principal and colleagues
19. Attends weekly school, grade level/team meetings
20. Ability/willing to perform other duties as assigned to support student achievement
21. Minimum of 95% attendance rate; timely daily arrival

KNOWLEDGE, SKILLS, AND ABILITIES

The qualifications listed below are representative of the knowledge, skill and/or ability 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.

- Knowledge and fluent application of Common Core State Standards (CCSS), Next Generation Science Standards (NGSS) and New Social Studies Framework; willing to increase knowledge in the standards through professional learning
- Ability to read, analyze and interpret instructional data
- Ability to research, articulate and implement best practices in teaching and learning as identified in professional journals
- Ability to create and type reports and other necessary communication for the principal, district office and parents
- Fluent with the use of multiple forms of technology and software (i.e. Smart Boards, desk/laptop computers, Elmo, LCD projector, Microsoft Office, use of online programs, etc.)

- Ability to effectively present information and respond to questions from groups of administrators, staff and the general public
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to establish and maintain effective relationships with students, peers, and parents
- Proficient oral and written communication skills
- Ability to perform duties with awareness of all district requirements and Board of Education policies

EDUCATION AND EXPERIENCE

- Minimum of a Bachelor of Arts degree in Education
- Valid Teaching Certificate

(PEL/Type 09 for 6th - 8th-grade classrooms and content area endorsement **required**)

WORK ENVIRONMENT AND CONDITIONS

Work environment characteristics and 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.

- Frequently required to stand and talk or hear and sometimes walk and sit.
- The employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts.
- The employee is directly responsible for the safety, well-being or work output of other people.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
- Noise level is moderate to loud.
- Duties are performed indoors and occasionally outdoors.

QUALIFICATIONS:

Appropriate ISBE certifications

Application Procedure:

Apply Online

Elementary School District 159 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.