

**BOARD OF EDUCATION, DISTRICT 148  
DOLTON, COOK COUNTY, ILLINOIS**

**JOB DESCRIPTION  
TEACHER**

**Qualifications:** As set by state certification authorities

**Job Goal:** To lead students toward the fulfillment of their potential for intellectual, emotional psychological growth and maturation.

**PERFORMANCE RESPONSIBILITIES SHALL INCLUDE BUT NOT BE LIMITED TO:**

1. Meets and instructs assigned classes in the locations and the times designated by the administration.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepares for classes assigned, and shows written evidence of preparation.
4. Encourages students to set and maintain standards of classroom behavior.
5. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student group's goals and objectives.
6. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
8. Evaluates student progress on a regular basis.
9. Maintains accurate, complete, and correct records as required by law, district policy and/or administrative regulation.
10. Assists in upholding and enforcing school rules, administrative regulations and Board policies.
11. Makes provision for being available to students and parents for education-related purposes.

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12. Attends and participates in faculty meetings.
13. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s).
14. Assists in the selection of books, equipment and other instructional materials.
15. Accepts a share of responsibility for co-curricular activities as assigned or agreed upon.
16. Works to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
17. Establishes and maintains cooperative relations with others.
18. Strives to maintain and improve professional competence.

**TERMS OF EMPLOYMENT:**

Ten month year. Salary and work year in accordance with P.N. agreement Section 14.4

**EVALUATION:**

Performance of this position will be evaluated  
In accordance with provisions of the Board's  
Policy on Evaluation of Professional personnel.