



ELEMENTARY CLASSROOM TEACHER

QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university and Professional Educator License (PEL) from ISBE with appropriate grade-level endorsement
- Teaching and/or student teaching experience in K-5 setting preferred
- Other qualifications that are deemed important by the Board of Education

REPORTS TO:

- Building Principal or other designated supervisor

JOB SUMMARY:

- To nurture the growth of students by cultivating their understanding of subject matter, fostering essential skills, and instilling positive attitudes, enabling them to become confident and responsible learners

PERFORMANCE RESPONSIBILITIES:

1. Plan and implement instructional programs in accordance with the district's philosophy and curricular objectives; adhere to approved policies and procedures of the district
2. Meet and instruct assigned classes in the locations and at the times designated
3. Plan a program of study that motivates students and, as much as possible, meets the needs, interests and abilities of the students
4. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
5. Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisor
6. Guide the learning process toward the achievement of curriculum goals, establish clear objectives for lessons and communicate these objectives to students
7. Employ a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals and/or student groups involved
8. Assess the accomplishments of students on a regular basis and provide feedback and progress reports as required
9. Work cooperatively with other school personnel in the identification, diagnosis and remediation of individual students with specialized needs
10. Encourage students to become responsible in maintaining acceptable standards of classroom behavior
11. Assist administrators in implementing policies and rules concerning student conduct; in the classroom, develop reasonable rules of classroom behavior and procedures, and maintain order in a fair and just manner
12. Take necessary and reasonable precautions to be responsible for and to protect students, equipment, materials and facilities
13. Maintain accurate, complete and punctual records as required by law, District policy and administrative direction
14. Make provisions to be available to students and parents as needed for education-related purposes
15. Attend staff meetings and contribute to the ongoing development of District programs through constructive involvement
16. Strive to maintain and improve professional competence; demonstrate awareness of strengths and limitations, acknowledging recommendations and setting personal and professional goals for improvement
17. Possess and maintain current information and academic background; demonstrates observable knowledge of theory and content in general education and subject matter specialization appropriate to elementary and/or secondary level
18. Treat personal information about students, parents or staff members confidentially and ethically by discussing such personal information only with individuals having a demonstrable educational interest in the student
19. Maintain communication and positive relationships with students, colleagues, parents and community
20. Support District 87 and impart a positive image of the District within the community

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.