



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Elementary Classroom Teacher (K-5)

Classification Group: Certified Staff Member

Job Summary & Essential Functions:

Under the direction of the building administrative staff, the Elementary Classroom Teacher is responsible for creating a flexible, grade level appropriate program that fosters a classroom environment favorable to learning and personal growth. The Elementary Classroom Teacher is expected to establish effective rapport with students, motivate students to develop skills, attitudes and the knowledge needed to provide a solid foundation in subject basics such as reading, writing and mathematics, in accordance with each student's abilities.

Qualifications:

- Valid/Active Professional Educator's License through Illinois State Board of Education (ISBE) registered in Will County, IL required with the following applicable endorsements:
 - Elementary Education
 - Self-Contained General Education (SCGE, B-3) or;
 - Self-Contained General Education (SCGE, K-9) or;
 - Self-Contained General Education (SCGE, 1-6)
- Demonstrated computer skills with experience using Microsoft Office.
- Ability to interact closely with students with patience, flexibility and a caring attitude that caters to diverse learning needs.
- Ability to supervise and assist students in all weather conditions.
- Broad knowledge of office and administration procedures and functions.
- Must be detailed oriented with strong organizational, written and oral communication skills.
- Must be able to multi-task in high paced environment.
- Ability to proactively identify obstacles and implement solutions.
- Must maintain the highest level of professionalism, integrity, trust and confidentiality.

Specific Duties:

- Teaches reading, language arts, social studies, mathematics, science, art health, physical education and music to students in a classroom setting, using the course of study adopted by the Board of Education and other appropriate learning activities in conjunction with Illinois State Standards.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Provides for the inclusion of students with learning disabilities and makes reasonable accommodations on a regular basis, seeking the assistance of district specialists as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.



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- Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education- related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for teacher aides and volunteers and cooperatively assists supervisor in the evaluation of the aide's performance.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in an effort to adapt the curriculum to the needs of each student.
- Translates lesson plans into learning experiences to best utilize the available time for instruction.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss students' progress and interpretation of the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Adapts lesson designs to accommodate student IEPs (Individualized Education Plans) when applicable.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Selects and requisitions books and instructional aids and maintaining required inventory.
- Supervises students in activities beyond the classroom during the assigned workday.
- Administers group standardized tests in accordance with the district testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and sponsorship of student activities.
- Attends building and department level meetings as required.

Supervisor:

The Elementary Classroom Teacher will report directly to their Principal and Assistant Principal(s) in consultation with District Administration and the Board of Education.



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Additional Duties:

The employee in this position will be responsible for any additional duties and/or responsibilities as assigned or required by Building Administration and/or District Administration.

Physical Activity:

Work may require frequent bending, reaching, sitting, standing, walking and talking.

Work Environment:

Work is performed in both indoor and outdoor school settings that may include differing weather conditions. Noise associated with classroom activities, lunch and recess occurs on daily basis. Hazards are relatively non-existent.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:200 on evaluation of Professional Personnel, developed pursuant to State law.

Terms of Employment:

This is a full time, 10 (ten) month position. Compensation determined by the Board of Education.

Associated Benefits:

- 16 sick days
- 3 personal days
- Bereavement Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available