

**TITLE:                   TEACHER**

**QUALIFICATIONS:**

- a. Bachelor Degree in Education or higher.
- b. Appropriate Valid Illinois Elementary Teaching Certificate.
- c. Shall use standard English in oral and written communication.
- d. Health examination for new employees part-time or full-time:
  1. Chapter 122 Article 24-5 of the Illinois School Code mandates that School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate an x-ray. The cost of such examination shall rest with the employee.
  2. Prior to employment, all non-certified personnel must have a physical examination.

**REPORTS TO:** Building Principal or designee

**JOB GOAL:** To implement sound educational programs of instruction that provide equal opportunity for learning to all students in accordance with district policies and procedures.

**PERFORMANCE RESPONSIBILITIES:**

- a. Uses standard conventions of writing in syntax, spelling, capitalization, and punctuation, and uses correct oral grammatical sentence structure.
- b. Creates and maintains a classroom climate conducive to learning.
- c. Plans and organizes for instruction by preparing daily lesson plans which reflect the District's goals and objectives, and curriculum.
- d. Establishes and maintains reasonable rules of conduct.
- e. Plans an instructional program which takes into account student differences.
- f. Uses assessment data to plan instruction and evaluate student progress.
- g. Employs a variety of instructional techniques, materials and equipment based on the needs of the students.
- h. Provides a high percentage of academic learning time.
- i. Demonstrates knowledge and related skills in subject matter.

- j. Establishes and maintains cooperative professional relations with others.
- k. Works to establish and maintain open lines of communication with students, parents and colleagues concerning both the academic and behavioral progress of all students.
- l. Performs related educational duties as assigned by the administrator in accordance with District policies and practices. These assigned duties are to be reasonable, fairly distributed among the teaching staff, and carried out during the normal school day.
- m. Attends and participates in faculty, department, and District meetings which are scheduled within the normal school day.
- n. Makes provision, by teacher appointment, for being available to students and parents for education related purposes outside the instructional day when necessary and under reasonable terms.
- o. Assists in upholding and enforcing school rules and administrative regulations. Such rules and regulations shall have been communicated to the teaching staff by Administration.
- p. Maintains records as required by law, District policy, and administrative regulations.
- q. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- r. Meets and instructs students at designated locations and times.
- s. Contributes to the solution of educational concerns by serving on committees, provided that such committee meetings are scheduled during the school day. This includes sharing ideas, materials and supporting the District's educational philosophy and goals.
- t. Is punctual and consistent in reporting to work which includes but is not limited to School District meetings, institutes and inservices.
- u. Keeps abreast of curriculum changes and educational trends through completion of relevant graduate course work and/or participation in educational workshops and conferences.

**TERMS OF EMPLOYMENT:**

Regular school year as approved by the Board of Education.

**EVALUATION:**

By the principal or designee as per the Harvey Education Association/Board of Education Contract

**APPROVED BY THE BOARD ON MONDAY, FEBRUARY 15, 1999**