



# **Diamond Lake School District 76**

**Embrace Empower Excel** Each Child Each Day

## **Teacher Job Description**

**OBJECTIVE:** To help students learn subject matter, skills, and attitudes that will contribute to their development to be lifelong learners, engaged in their community and ready to navigate their world.

**CLASSIFICATION:** Certified

**LICENSURE:** PEL

**QUALIFICATIONS:** Endorsements related to the required subject area(s)

**REPORTS TO:** Building Principal

**WORK YEAR:** : 10 month (Certified, Non-Exempt)

**KNOWLEDGE, SKILLS AND ABILITIES:** Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

### **RESPONSIBILITIES:**

1. Maintain a positive attitude about the school and District.
2. Maintains the confidentiality of student and school personnel information in accordance with District policy and law.
3. Maintains a professional appearance as an example to students.
4. Maintains a positive learning environment and ensures classroom procedures that fosters a safe and respectful climate for all students and staff.
5. Plans and implements instructional programs in accordance with the district's philosophy and curricular objectives; adheres to approved policies and procedures of the district.
6. Meets and instructs assigned classes in the locations and at the times designated.
7. Plans a program of study that motivates students and, as much as possible, meets the needs, interests, and abilities of the students.
8. Prepares for assigned classes and shows written evidence of preparation upon request of immediate supervisor.
9. Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for lessons and communicates these objectives to students.
10. Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals and/or student groups involved.
11. Assesses the accomplishments of students on a regular basis and provides feedback and progress reports as required.
12. Works cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
13. Assists administrators in implementing policies and rules concerning student conduct; in the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in a fair and just manner.
14. Takes necessary and reasonable precautions to be responsible for and to protect students, equipment, materials, and facilities.
15. Maintains accurate, complete, and punctual records as required by law, District policy, and administrative direction.
16. Makes provisions to be available to students and parents as needed for education-related purposes.



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- 17. Attends staff meetings and contributes to ongoing development of District programs through constructive involvement.
- 18. Strives to maintain and improve professional competence; demonstrates awareness of strengths and limitations, acknowledging recommendations, and setting personal and professional goals for improvement.
- 19. Possesses and maintains 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.
- 20. Performs other assigned and related duties as assigned by building administrator(s) in accordance with school/district or state policies and practices.

**PHYSICAL & MENTAL DEMANDS:** In the course of performing the duties and functions job holder will be required to stand, walk, sit, squat/stoop, kneel, crouch, and reach and lift items of varying weights and up to 40 pounds. Ability to communicate (vision, hearing and speech) is required. Ability to travel to assigned work locations without employer support.

- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Instruction and the provision of required supports to students with special needs may be necessary.

Must be able to express ideas, interpret situations, and problem solve. Must be able to interact positively and effectively with individuals with diverse learning needs and abilities. Must have strong communication and interpersonal skills. Must be able to use various forms of classroom equipment and technology resources (computer, document camera, copy machines, projectors, etc.), computer applications and related peripherals.

The 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.

**WORK ENVIRONMENT:** School building environment. Travel throughout the District may be required. Typical settings include school buildings with classrooms, offices, health suites, gymnasium, cafeteria, auditorium, and recreational areas. The worker is subject to inside and outside environmental conditions, noise and hazards.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

*Diamond Lake School District #76 assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.*