



LANSING SCHOOL DISTRICT #158

CERTIFIED TEACHER

JOB SUMMARY:

District 158 teachers play a vital role in shaping the minds and futures of students. Responsibilities include creating and delivering engaging lesson plans, assessing student progress, providing constructive feedback, and fostering a positive learning environment. Various teaching methods and technologies are to be utilized to accommodate diverse learning styles and abilities. Collaboration with colleagues, parents, and administrators to support student growth and development is essential. Additionally, District 158 teachers serve as mentors and role models, inspiring curiosity, critical thinking, and a lifelong love of learning in students.

DUTIES AND RESPONSIBILITIES:

- Designs and implements district approved educational curriculum appropriate for all assigned students.
- Plans and develops an engaging, age-appropriate course of study in the classroom, adhering to educational best practices and state and school district curriculum guidelines.
- Prepares materials for lessons, assignments, and tests; evaluates, corrects, and grades student performance.
- Discusses academic difficulties or behavioral problems with students, parents, and administration as they arise.
- Monitors students' progress throughout the year and evaluates preparedness for advancement to the next grade level.
- Communicates all progress and concerns with tact and professionalism to parents and, as appropriate, other faculty, staff, and/or principal.
- Builds and maintains positive relationships with parents.
- Enforces safety and security standards for students, staff, and visitors.
- Maintains required paperwork for individual student files, attendance and incident reports, and other necessary records.
- Monitors halls and lunchrooms with other faculty and staff.
- Participates in faculty meetings, educational conferences, in-service opportunities, workshops, and other training seminars.
- Maintains knowledge of research, developments, and best practices in education.
- Performs related tasks such as sponsoring student activities or organizations.
- Comply with all Board Policies and Administrative Procedures including Board Policy 5:120 Employee Ethics; Conduct; and Conflict of Interest.
- Communicate and collaborate effectively with other staff members.
- Ensure that student conduct conforms to the school's standards and district policies, and establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Maximize available time for instruction.
- Design and implement personalized instruction effectively.

- Promote a classroom environment that is safe and conducive to student success.
- Encourage parental involvement in students' education and ensure effective communication with students and parents.
- Demonstrates regular on-site attendance.
- Performs other related duties and responsibilities as assigned.

REQUIRED SKILLS:

- Thorough understanding of pedagogy and the best practices of education.
- Ability to design lessons that teach curriculum in an engaging manner, applying various teaching methods such as discussions, demonstrations, and individual or collaborative projects and research.
- Strong supervisory and leadership skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a proven ability to maintain professionalism and tact in high-stress situations.
- Excellent organizational skills and attention to detail.
- Creative analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Education or related subject required.
- Illinois Professional Educator License

PHYSICAL REQUIREMENTS:

- Regularly required to sit, stand, walk, talk, hear, traverse up and down stairs, operate a computer or other office equipment, reach with hands and arms, and lift and/or move up to 20 pounds.

FLSA Status: Exempt

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or position supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Lansing School District #158 is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.