



JOB DESCRIPTION / RESPONSIBILITIES

TITLE:	Elementary Classroom Teacher
REPORTS TO:	Building Evaluator(s)
JOB GOAL:	Teachers shall perform such duties and responsibilities associated with the teaching profession, those outlined in Lisle CUSD 202 policies, and those required by the Illinois School Code.
POSITION PURPOSE:	To facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum; documenting teaching and student progress, activities and outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.
EDUCATION:	<ul style="list-style-type: none">• Bachelor's degree from an accredited college or university in job related area.• Master's degree in related area preferred.
CERTIFICATION/LICENSE:	<ul style="list-style-type: none">• Illinois State Board of Education Professional Educator's License (PEL)• Endorsed in the subject(s) taught.
PHYSICAL REQUIREMENTS:	<ul style="list-style-type: none">• Regularly required to stand.• Regularly required to sit, stoop, kneel, crouch or crawl.• Occasionally required to run.• Required to report to school buildings or locations where school activities/functions take place.• Ability to lift and carry at least twenty pounds.• Ability to travel with children from place to place within a classroom, a building and outside on school grounds, or at school activities/functions at various locations.

- Ability to move around the classroom or other locations.
- Ability to see, hear and comprehend directions provided in the English language.
- Ability to speak and write in the English language, to communicate to children and others in the school community.
- Ability to sit with children on the floor, in small chairs, or next to tables and desks.
- Ability to travel on student transportation.

TERM OF EMPLOYMENT: 181 days

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation, the Performance Evaluation Reform Act of 2010 (PERA), Senate Bill 7, and Article 24A of the Illinois School Code.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- a. Develops and administers school curriculum consistent with school district goals and objectives.
- b. Promotes a classroom environment that is safe and conducive to individualized and small and whole group instruction, and student learning.
- c. Develops lesson plans and instructional materials and translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- d. Administers standardized tests in accordance with District testing programs.
- e. Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- f. Administers developmental testing programs and/or subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- g. Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of Lisle CUSD 202.
- h. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, job-embedded training, or by conducting research.
- i. Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- j. Encourages parental/guardian involvement in students' education and ensures effective communication with students and parents/guardians.

- k. Ensures that student conduct conforms with the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- l. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students and adhering to Illinois School Code and school district policies.
- m. Coordinates with other professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees.
- n. Travels to school district buildings and professional meetings as required.
- o. Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform job functions.
- p. Selects and requisitions appropriate books, technology, instructional aids and other supplies and equipment and maintains accurate records of supplies and materials.
- q. Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- r. Directs instructional assistants and volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- s. Uses standard office equipment and a variety of instructional technologies to enhance student learning.
- t. Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- u. Ensure all students are on the path to college and career readiness.
- v. Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and comprehend technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Knowledge-based competencies required to satisfactorily perform the functions of the job include the knowledge of: appropriate Illinois School Codes, district policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development, behavioral management strategies; curriculum and instructional methods; English grammar/punctuation/spelling/vocabulary.

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job condition. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent

technological applications; preparing and maintaining accurate records; effective listening; guiding others; instructional techniques; interpersonal aptitude; leadership; monitoring activities; planning; and problem solving.

ABILITY to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and utilize job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Required abilities also include the ability to work with diverse individuals and/or groups, and work with a variety of data. Problem solving is required to analyze issues and create action plans. Ability to interpret data and use the data to independently solve problems. Ability to perform basic trouble shooting of job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours to complete job responsibilities; adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; decision making; attention to detail; innovation; leadership and direction; meeting schedules/deadlines; motivating others; multi-tasking; organizing; reliability; taking initiative and teamwork.

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Fair Labor Standards Act Status: Exempt

APPROVED: November 27, 2023