

LaSalle-Peru High School Position Description

Position Title:	Teacher	
Department:	Instruction	
Reports To:	Principal	
Date Prepared:	May 1998	
Revised:	December 2017	Category: Exempt

Duties include but are not limited to the following:

Summary

To help students learn subject matter and skills (critical thinking/problem-solving, communication, collaboration, and creativity) that fosters their academic and social-emotional development as mature, able, and responsible men and women.

Professional Responsibilities

Relationship to the Organization:

1. Demonstrates support for the Beliefs, Vision, Mission, and Goals of District 120.
2. Upholds and demonstrates compliance with the established laws, regulations, District policies and procedures.
3. Maintains strictest confidentiality required by laws, regulations, policies and directives established or provided by the Board of Education and/or Superintendent.
4. Meets deadlines for the submission of assigned reports and other requested information and records.
5. Ability to calculate, analyze, and use data to render opinions and establish goals for improvement.
6. Ability to use student management software and Microsoft Office or equivalent programs.
7. Accepts and utilizes constructive suggestions from supervisor.
8. Remains current in the field through the completion of related coursework, participation in in-service activities, and/or attendance at conferences and workshops.

Relationship to Colleagues:

1. Fosters and maintains positive and effective working relationships with teachers, administrators, support staff, District staff, students, parents, and the community.
2. Communicates with appropriate professional personnel about students.
3. Relates positively to co-workers.
4. Shares ideas and techniques with peers.
5. Serves as a wholesome role model for students, staff, and community in terms of attitudes and behavior.

Essential Duties and Responsibilities

(Other duties may be assigned.)

1. Implements the District approved curriculum and common assessments.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Plans a program of study that meets the individual needs, interests, and abilities of the students.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and --in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports.
8. Is available to students and parents for education-related purposes.
9. Communicates with parents, both orally and writing, on their students' progress.
10. Grows professionally through active participation in District staff development and approved workshops and graduate course work.

Supervisory Responsibilities

1. Supervises classroom and students as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Minimum Bachelor of Arts degree.

Certificates, Licenses, and Registration

Valid Teaching License.

Risk Management Function

1. Take necessary and reasonable life safety precautions to protect students, fellow employees, and visitors
2. Take necessary and reasonable physical property safety precautions to protect equipment, materials, and facilities.
3. Observe and report hazardous physical conditions endangering persons and property
4. Observe and report unauthorized persons or suspicious property on school property
5. Observe and report physical conditions or behavior of students which may indicate neglect or abuse.

Employee Signature: _____ Date: _____