

## **JOB DESCRIPTION**

### **JOB TITLE/ASSIGNMENT**

<b>JOB TITLE:</b>	<b>CLASSROOM TEACHER</b>
<b>REPORTS TO:</b>	Department Chairperson and/or Building Principal.
<b>TERMS OF EMPLOYMENT:</b>	Salary and work year according to current contract.

### **CERTIFICATION AND POSITION REQUIREMENTS**

1. Appropriate Illinois State Board of Education (ISBE) License and endorsement required for subject area and grade levels taught.
2. Must have recent experience (within the last three years) in either:
  - Teaching experience in the core subject or grade level, or
  - Coursework in the subject matter or grade level, or
  - Clinical or student teaching experience in the subject or grade level.

### **JOB GOAL**

To develop an instructional environment and use teaching strategies to promote student growth and to inspire students to become continuous learners who are responsible, caring citizens in a global community.

### **RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS** (Adapted from the Framework for Teaching, Charlotte Danielson):

1. The teacher plans and demonstrates practices that reflect knowledge of the content, prerequisite relationships between concepts, and the instructional practices specific to that discipline.
2. The teacher seeks knowledge of students' backgrounds, cultures, skills, language proficiency, interests, and special needs, and attains this knowledge for his/her students.
3. The teacher develops instructional outcomes that are of appropriate rigor and aligned to the District Curriculum.
4. The teacher is aware of the resources available through the school or district to enhance his/her own knowledge, to use in teaching, or for students who need them.
5. The teacher utilizes knowledge of content, of students, and of resources to design a series of learning experiences aligned to District instructional outcomes, appropriate for his/her students. The lesson or unit has a clear structure and is likely to engage students in learning. Appropriate lesson plans are developed and available for substitutes when the teacher is out of the classroom that continues instructional outcomes in the class.
6. The teacher's plan for student assessment is aligned with the instructional outcomes, uses clear criteria, and is appropriate to the needs of students. The teacher intends to use assessment results to plan for future instruction for students. Teacher feedback to students is regular and accurate. The teacher ensures students are aware of the assessment criteria used to evaluate their work.
7. The teacher's interactions with his/her students are friendly and demonstrate general caring and respect.

8. The teacher develops a classroom culture that is characterized by commitment to learning by teacher and student. The environment ensures that student engagement to the task at hand is consistent.
9. The teacher's management of student behavior and instructional groups, routines and/or the handling of materials and supplies do not interfere with the pace and momentum of learning.
10. The teacher ensures the classroom is safe, and learning is accessible to all students. The teacher ensures that the physical arrangement is appropriate to the learning activities. The teacher makes effective use of physical resources, including computer technology.
11. The teacher clearly communicates the instructional purpose of the lesson and directions and procedures are explained clearly. The teacher's explanation of content is clear and accurate and connects with students' knowledge and experience. Teacher's spoken and written language is clear and correct. Vocabulary is appropriate to the students' ages and interests.
12. The teacher's questions/prompts are of high quality, related to the lesson objectives and invite a thoughtful response. The teacher engages all students in the discussion and encourages them to respond to one another.
13. The teacher modifies the lesson when needed and responds to student questions and interests. The teacher seeks approaches for students who have difficulty learning.
14. The teacher's reflection on a lesson provides an accurate and objective description. The teacher can make suggestions as to how the lesson might be improved.
15. The teacher communicates frequently with families and successfully engages them in the instructional program. Information to families about individual students is conveyed in a culturally appropriate manner.
16. The teacher participates in the professional community and in school and district events and projects. The teacher maintains positive and productive relationships with colleagues, administrators and parents.
17. The teacher participates in professional development based on an individual assessment of need and actively shares information with others. The teacher accepts and acts upon feedback from supervisors and colleagues.
18. The teacher displays a high level of ethics and professionalism in dealings with students, colleagues, administrators and parents and complies with school and district regulations.
19. The teacher supervises students or assists with supervision in both teaching and not teaching situations.
20. Performs other tasks and assumes other responsibilities as assigned by an administrator.

### PROFESSIONAL EXPECTATIONS

The Board and Association recognize the value and benefits of the evolving use of technology in the learning environment, as a device for communicating with students and parents, and as a tool in classroom administration and productivity. All district staff members have access to one or multiple modes of technology (laptop, iPad, etc), a wide range of digital resources for instruction, and multiple and varied systems for communication and productivity. It is expected that staff leverage the use of these technology tools and resources to enhance the learning environment. Such expectations include but are not limited to:

- Demonstrate effective use of integration of technology into the curriculum
- Maintain an updated online presence using District approved resources (website, Canvas, etc). Information must be updated no less than once per month.
- Provide access to resources that support student learning outside the school day through the Learning Management System and /or timely and current classroom websites.
- Exhibit proficiency in appropriate technology tools including district standard tools for assessment, grading, attendance.
- Utilize only district approved electronic gradebook, where applicable.

- Provide timely feedback to students and parents which includes utilizing district electronic gradebook where appropriate.
- Utilize and implement agreed upon common assessments and report results of such in District required systems (Mastery Manager, Canvas, etc)
- Attend to your own learning through participation in district provided professional development, professional learning communities and building your personal learning network.

### PHYSICAL REQUIREMENTS

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 essential functions.

This position’s duties require the ability to frequently remain in stationary standing and sitting positions at least 50% of the school day and often traverse the larger school facility, sometimes ascending and descending stairwells. The employee must be able to consistently position self to grasp materials at floor, knee and chest height, and above shoulder height. The individual in this position must also be able to lift, push, and carry teaching materials and other equipment, exerting up to 30 pounds of force occasionally, up to 10 pounds of force frequently, and up to 5 pounds of force constantly. The position requires the ability to visually identify objects across the length of a typical classroom and close vision permitting written material to be read with ability to adjust focus. The employee must be able to frequently operate a computer and other office and teaching equipment as well as verbally communicate and accurately comprehend information. The employee must also be able to consistently work in outdoor weather conditions, frequently be exposed to noise and activity typical of a school setting, and sometimes travel outside the District’s immediate geographic area.

### TERMS OF EMPLOYMENT

Salary, fringe benefits, and working conditions are negotiated between the Lake Zurich Community Unit District 95 Board of Education and the Lake Zurich Education Association. See the most recent Negotiated Contract for additional details.

### ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_