

JOB DESCRIPTION
Classroom Teacher

Responsibilities and Duties:

1. Adheres to the Board of Education policies and procedures.
2. Strives to implement by the performance of job responsibilities the district's philosophy of education and instructional goals and objectives.
3. Meets and instructs assigned classes in the location and at the time designated.
4. Plans a program of study within the curriculum that, as much as possible, meets the individual needs, interests, and abilities of the students.
5. Makes adequate preparation for daily instruction including plans for substitutes.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. 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 enabling communication of these objectives to students.
8. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
9. Reports suspected child abuse/neglect cases as required by statute and district policy.
10. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
11. Works cooperatively with other school personnel in the identification, diagnosis, referral and remediation of individual students with specialized needs.
12. Attends staff meetings and in-service meetings as reasonably required.
13. Attends PTA meetings as reasonably designated by the building principal.
14. Meets, as required and within reason, with students, parents, and/or consultants.

15. Maintains accurate, complete, and correct records as required by law, district policy, or building procedures.
16. Assists the administration in implementing all policies and rules governing student life and conduct; and, for the classroom develops reasonable rules of classroom behavior and procedures, and is responsible for the maintenance of student discipline in the classroom in accordance with school board policy.
17. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
18. Strives to maintain and improve professional competence.
19. Meets accepted standards of The Professional Code of Ethics.
20. Participates on building, district or Moline Education Association committees.
21. Performs other reasonable duties as may be assigned by the principal or designee that the employee is qualified to perform.