



Palos Heights School District 128

Job Title: Elementary Classroom Teacher K-5	Department: Certified Staff
Reports To: Principal	Terms of Employment: Per Collective Bargaining Agreement

Job Description Overview:

To plan, organize and implement appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential.

Qualifications:

- Current Illinois Professional Educator License
- Endorsements: Elementary Education for Grades K-5; relevant Content Area Endorsement (i.e. Art, Music, Physical Education, etc.)
- Bachelor of Arts/Bachelor of Science Undergraduate Degree from an accredited institution
- Demonstrates knowledge of Illinois Learning Standards
- Knowledge of developmentally appropriate instructional strategies
- Knowledge of technology based activities that assist and facilitate student progress.
- Demonstrated ability to work effectively and collaborate with colleagues and team members.
- Ability to communicate effectively orally and in writing
- Experience in K-5 instructional setting preferred

Principal Duties & Responsibilities (Essential Functions)

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Establish and communicate clear objectives and procedures for all learning activities.
- Prepare classroom materials and organize the classroom environment for effective instruction.
- Knowledge of standards across relevant content areas for instruction
- Engage students in instruction.
- Implement effective questioning and discussion techniques to promote student learning.

- Monitor and assess student progress to inform instructional decision-making and promote student achievement.
- Promote student ownership in learning by providing appropriate instructional feedback to students to improve learning.
- Implement positive behavioral intervention system and manage classroom to maintain a safe learning environment and foster appropriate student behavior in accordance with the policies and guidelines of the district.
- Encourage and monitor the progress of individual students.
- Maintain accurate and complete records of students' progress and development.
- Prepare required reports related to student growth and development.
- Participate in team, school, district and parent meetings.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds responding equitably at all times.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in school activities as outlined in the contract.
- Other duties as assigned.

Physical Requirements:

- The usual and customary methods of performing the job's functions require the following physical demands: standing or sitting for long periods of time, walking long distances (field trips), some lifting, carrying, pushing, and/or pulling
- The employee should have the physical capabilities to perform all job functions

Disclaimer

- Nothing in this job description restricts administration's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects administration's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned;
- This job description is subject to change at any time
- District 128 will make reasonable accommodations in compliance with the American with Disabilities Act of 1990