



Rock Island-Milan School District 41

JOB DESCRIPTION

Junior High School Teacher

POSITION INFORMATION:

POSITION TITLE	Junior High School Teacher – (7-8)
DATE CREATED/AMENDED	February 20, 2024/August 26, 2025
DEPARTMENT	Teaching & Learning (Certified Staff)
LOCATION	Junior High School Building
FULL-TIME/PART-TIME	Full-Time
APPOINTMENT TERM	9-Months (182 days)
FLSA: EXEMPT or NON-EXEMPT	Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Building Principal
OTHER INFORMATION	Rock Island-Illinois Education Association (RI-IEA) Bargaining Agent/Agreement

POSITION SUMMARY INFORMATION: *Essential Duties and Requirement Details*

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Position Summary:

Under the supervision of the school principal, responsible for the instruction, progress, and discipline of all pupils in assigned classes and performs related duties as required. Responsible for instructional planning, including, but not limited to, providing written lesson plans and preparation in accordance with the objectives of the instructional program in accordance with the RIMSD41 guidelines.

Essential Functions and Responsibilities

- Affect the courses of study and maintain adequate achievement standards in their classes.
- Practice such discipline as a responsible parent would exercise.

- Be responsible for non-classroom supervision of pupils to include: This responsibility includes:
 - a. Students conduct their work in any school building area during regular school hours.
 - b. Students during assembly or similar large groups during the regular school day, excluding the teacher's regularly scheduled preparation period.
- Make recommendations for promotion/retention in accordance with Board Policy.
- Students must leave complete lesson plans for the following day in their classroom before leaving each day. When requested, all teachers shall provide their principal with lesson plans a week in advance.
- Prepare and keep up-to-date seating charts for each class.
- Keep the necessary forms for the economical and expeditious handling and recording of all books, supplies, and equipment.
- Notify the administration as early as possible, following established procedures, when unable to conduct classes.
- Be willing to accept extra assignments before and after school and cooperate with all school personnel to advance the children's education in this School District.
- Make all regular reports requested by administrative officials.
- Instruct according to the District assigned curriculum.
- Administer and analyze district-required assessments. Provide immediate and proper assessment results to students and parents.
- Follows all expectations required of teachers according to the RIEA Contract Agreement and RIMSD Board Policies.

Required Education:

Successful completion of all student teaching requirements and all coursework required to obtain the appropriate teaching license(s) issued by the State of Illinois Board of Education.

Certifications/ Licenses:

Teachers must possess at least one of the following valid teaching licenses issued by the Illinois State Board of Education: Educator License with stipulations (ELS) and specific endorsements.

Required Experience/Qualifications:

- One to two years of teaching experience at the Junior High level (preferred)
- One year of experience teaching in the assigned discipline (preferred)

Required Knowledge, Skills, and Abilities

Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, and understanding of classroom and behavior management techniques.

Preferred Qualifications:

Experience teaching in specified disciplines or similar areas at the Junior High level.

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully: sitting and standing most of the day and lifting no more than 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

Classroom, auditorium, workshop(s), and gymnasium(s).

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.

Supervisor/Manager Signature

Date

Employee Signature

Date