



Rock Island-Milan School District 41

## **JOB DESCRIPTION**

### **Secondary School Teacher - English**

#### **POSITION INFORMATION:**

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| <b>POSITION TITLE</b>                           | Secondary School Teacher English – 9-12  |
| <b>DATE CREATED/AMENDED</b>                     | February 20, 2024/October 30, 2025   |
| <b>DEPARTMENT</b>                               | Teaching & Learning (Certified Staff)  |
| <b>LOCATION</b>                                 | High School-Building   |
| <b>FULL-TIME/PART-TIME</b>                      | Full-Time  |
| <b>APPOINTMENT TERM</b>                         | 9-Months (182 days)  |
| <b>FLSA: EXEMPT or NON-EXEMPT</b>               | Exempt   |
| <b>REPORTS TO: TITLE of POSITION SUPERVISOR</b> | Building Principal   |
| <b>OTHER INFORMATION</b>                        | Rock Island-Illinois Education Association (RI-IEA) Bargaining Agent/Agreement |

#### **POSITION SUMMARY INFORMATION:**

*Under the supervision of the school principal, responsible for the instruction, progress, and discipline of all pupils in assigned classes and performing 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.*

#### **Functions and Responsibilities**

- Effect 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 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 course work 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 secondary level

#### **Preferred Qualifications:**

- Experience teaching in specified discipline English or similar areas at the Secondary level.

#### **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.

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

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Date

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Employee Signature

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Date