



Rock Island-Milan School District 41

**JOB DESCRIPTION**  
**Elementary School Teacher – K-6**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Elementary School Teacher-K-6
<b>DATE CREATED/AMENDED</b>	March 24, 2022/January 2026
<b>DEPARTMENT</b>	Teaching & Learning (Certified Staff)
<b>LOCATION</b>	Rock Island
<b>FULL-TIME/PART-TIME</b>	Full-Time
<b>APPOINTMENT TERM</b>	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, the elementary school teacher is responsible for guiding the district standards, implementing best-practice instructional techniques and strategies, sustaining an engaging and supportive learning environment, and demonstrating professional responsibilities. In addition, prepares written lesson plans according to the instructional program's objectives that align with the District's guidelines.*

**Functions and Responsibilities:**

**Planning, Preparation, and Instruction**

- Teaches the district-required curriculum
- Aligns content of lessons to district curriculum goals, as well as State and District content standards and benchmark standards
- Lessons include authentic, real-world applications of knowledge and understanding
- Collaborates with all staff to problem solve and identify innovative, practical, and effective differentiation and remediation strategies to meet student learning needs
- Prepares clear, detailed, and organized lesson plans for substitute teachers, including student emergency information

- Plans for assessment of student learning, both formative and summative, and communicates results via written and oral standards
- Honors and ensures that legal mandates are integrated effectively into the classroom setting wherever applicable, as laid forth by both 504 Plans and Individual Education Plans (IEP); ensures plans for English Learners are followed
- Maintains accurate records of critical student information such as grades, behaviors, and medical conditions; and is aware of the care and detail required

### **Classroom Management**

- Maintains a safe, orderly, and engaged classroom
- Develops a classroom culture that emphasizes respect and dignity for individual differences and expects all students to achieve at high levels
- Creates effective classroom procedures and routines
- Builds and maintains positive relationships with students and all other stakeholders

### **Communication and Technology**

- Provides prompt and informative communication with parents regarding curriculum and classroom expectations, and outcomes
- Responds to parent inquiries and ensures that responses are in line with the district's expectations
- Collaborates with colleagues and engages in respectful discourse
- Establishes appropriate, respectful dialogue with special education staff to address a variety of student needs, including but not limited to behavior, academic, and social/emotional learning
- Responds to parent inquiries timely and in line with the district's expectations
- Integrates prescribed technology/instructional media to enhance instruction and learning
- Keeps current and up-to-date as technology evolves
- Understands legal, ethical, and social issues as they apply to responsible and acceptable use of the internet and other digital resources (see employee handbook, pg.30)

### **Accountability**

- Attends staff, department mentor/mentee, and in-service meetings as required by contract
- Supervises students (according to RIEA Contract Agreement)
- Participates in various Professional Development activities
- Collaborates to support and develop partnerships with colleagues
- Follows all expectations required of teachers according to the RIEA Contract Agreement and RIMSD policies

### **Required Education:**

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

**Certifications, Licenses:**

Teachers must possess at least one of the following:

- Valid teaching license issued by the Illinois State Board of Education
- Professional Educator License (PEL), Educator License with Stipulations (ELS), or a Substitute License.

**Required Experience/Qualifications:**

Same as above

**Required Knowledge, Skills, and/or Abilities**

- Knowledge of subject matter consistent with state certification requirements
- Knowledge of contemporary principles and practices of teaching
- Knowledge 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date