



Rock Island-Milan School District 41

JOB DESCRIPTION

High School Teacher (Science)

POSITION INFORMATION:

POSITION TITLE	High School Teacher (Science)
DATE CREATED/AMENDED	February 20, 2024/May 29, 2026
DEPARTMENT	Teaching & Learning (Certified Staff)
LOCATION	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:

Under the supervision of the school principal, the science teacher will be responsible for the daily operations of their classroom. The teacher will provide high quality science instruction for high school scholars. The teacher will plan and prepare class projects that identify science related topics. The responsibilities will also include instruction, progress, and discipline of all scholars in assigned classes and performing related duties as required. The instructional program will be in accordance with RIMSD#41 guidelines.

Functions and Responsibilities

- Effect the courses of study and maintain adequate standards of achievement in their classes.
- Practice such discipline as a responsible parent would exercise.
- Be responsible for non-classroom supervision of pupils. This responsibility includes the supervision of:
 - a. scholars conduct their work in any school building area during regular school hours.

- b. scholars during assembly or similar large groups of scholars during the regular school day, excluding the teacher's regularly scheduled preparation period.
- Make recommendations for promotion/retention in accordance with Board Policy.
 - Leave complete lesson plans for the following day in their classroom before leaving each day. All teachers shall provide their principal lesson plans a week in advance when requested.
 - 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 education of the children 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 scholars 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 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 (ELS) stipulations and/or specific endorsements.

Required Experience/Qualifications:

1-2 years of teaching experience at high school level
1 year experience teaching in assigned discipline

Required Knowledge, Skills, and/or Abilities

Knowledge of subject matter consistent with state certification requirements, contemporary principles and practices of teaching, and 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 40% standing, 40% walking, and 20% sitting. 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.

Supervisor/Manager Signature

Date

Employee Signature

Date