

FLOSSMOOR SCHOOL DISTRICT 161

Position Title: Teacher – Language Arts – Grades 6-8
Department: Learning and Instruction
Reports To: Building Principal
Director of Learning and Instruction

SUMMARY: To help students learn subject matter and skills that will contribute to their development as mature, able and responsible adults. To insure, insofar as possible, that each student has a positive junior high educational and social experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Develops lesson plans into learning experiences so as to best use the available time for instruction
- Prepare and administer interventions such as, but not limited to, READ 180, Corrective Reading and Read Naturally
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom
- Instructs students in citizenship and basic subject matter as specified in state law and regulations, and stated in District regulations, expectations, procedures, and standards of performance
- Teaches content and skills in the English language, literature, composition, reading and other related language arts using the course of study adopted by the Board of Education, and other appropriate learning activities
- Works with the Building Principal, Assistant Superintendent of Learning and Instruction and departmental coordinator, to develop a well sequenced set of learning experiences designed to meet all students' needs
- Develops standards for critical analysis through group discussions based on a variety of mass media, classical and contemporary literature
- Adapts the curriculum to provide individual, small group, or remedial instruction to meet the needs of individual pupils
- Evaluates each pupil's progress in English skills
- Provides a writing program which meets the instructional strategies designed by the District and adopted by the Board of Education
- Communicates with parents through conferences and other means to discuss pupils' progress and interpret the school program
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping solve health, attitude and learning problems
- Creates an effective environment for learning through functional and attractive displays, bulletin boards and instructional strategies appropriate to the subject
- Maintains professional competence through in-service education activities provided by the District and/or self-selected professional growth activities, and meets the District's policies for continuing university study
- Participates with the Principal in selecting appropriate texts, materials and instructional aids, and maintains required inventory records
- Supervises pupils in out-of-the classroom activities during the working day as assigned
- Administers group standardized tests in accordance with the District testing program
- Participates, as appropriate, in curriculum development programs
- Demonstrates the effective use of digital tools in teaching and learning practices to help students achieve learning targets

- Models use of digital tools in instructional practices
- Regularly connects with continuous professional learning communities to advance professional practices for 21st Century Learning and Teaching
- Participates in the evaluation process with the appropriate administrator to improve performance according to the Flossmoor Teacher Evaluation Plan (FTEP).

SUPERVISORY RESPONSIBILITIES: Students, paraprofessionals, parent volunteers.

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

EDUCATION AND/OR EXPERIENCE: Bachelor’s degree or Master’s degree in Education. Must have taught Language Arts – Grades 6-8 in the last ten (10) years or have taken coursework, seminars or workshops relevant to Language Arts – Grades 6-8 education in the last two (2) years.

LANGUAGE SKILLS: Ability to read and analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Illinois Professional Educators License (PEL), English or Language Arts endorsement for middle grades, and approval as a highly qualified teacher pursuant to the state and federal No Child Left Behind (NCLB) Act.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee must occasionally lift and/or move up to 10 pounds for example school supplies and books. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud at a standard acceptable level for this environment. Duties are performed indoors and occasionally outdoors. The employee is directly responsible for the students' safety, well-being and work output.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Prepared/Accepted by District Administration:

Date: 1/30/2014

Input Requested by Flossmoor Education Association:

Date: 1/30/2014

Input Received from Flossmoor Education Association:

Date: 2/14/2014

Approved by Superintendent:

Date: 2/14/2014