SCHOOL DISTRICT U-46
JOB DESCRIPTION
ENGLISH HIGH TEACHER

JOB DESCRIPTION REVISION DATE: 1/9/2012

DEPARTMENT / SCHOOL: Secondary Curriculum

REPORTS TO: Building Principal/Divisional

SUPERVISES: N/A

POSITION GOAL:
To implement U-46 roadmap in an effort to increase achievement according to College Readiness and State/National literacy standards.

ESSENTIAL FUNCTIONS
1. Plans a program of study that follows district guidelines, and meets the individual needs, interests, and abilities of students.
2. Implements researched-based teaching strategies that engage all students, acknowledging a range of abilities of students and cultural backgrounds.
3. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
4. Implements current district curriculum and content that is grade level appropriate (U-46 Literacy Framework).
5. Plans for and guides the learning process toward the mastery of curriculum goals, and establishes clear objectives/targets for all lessons, units, and projects that are clearly communicated to students.
6. Implements school improvement plans and strategies.
7. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
8. Implements assessments of student progress and communicates progress to students and parents.
9. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
10. Assists in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.
11. Works cooperatively with building principal and/or director in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.
12. Participates on curriculum, personnel, policy or professional development committees related to the educational program.
13. Maintains accurate, complete, and correct records as required by law and district policy.
14. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
15. Performs other duties as assigned by the principal, or other administrative staff.

KNOWLEDGE AND CRITICAL SKILLS:
1. Solid knowledge of important concepts in the discipline, prerequisite relationships between different aspects of the content and instructional practices specific to discipline.
2. Multicultural awareness and experience working with students of different languages.
(preferably Spanish) and mainstream English speaking community.

EXPERIENCE AND EDUCATION:
1. Bachelor’s degree in related subject from accredited university.
2. Illinois teaching certificate.
3. English as a Second Language (ESL) Endorsement/Approval is required based on teaching assignment.
4. Highly qualified under NCLB.
5. Teaching experience is preferred but not necessary for hiring.

Comments:

ENVIRONMENTAL CONDITIONS:
1. Must work in noisy and crowded environments.
2. Indoors in a busy school environment.
3. Frequently work at a fast pace with unscheduled interruptions.
4. May be required to leave main work site to attend meetings.
5. Public contact requiring appropriate business-like apparel.

PHYSICAL DEMANDS:
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors.

ADA:
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:
Nine month position (189 work days)

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: _____________________________ Date: _____________
Supervisor Signature: ___________________________ Date: _____________