JOBS DESCRIPTION REVISION DATE: 4/12/2012

DEPARTMENT / SCHOOL: Secondary Curriculum

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL:
To implement the adopted U-46 common core curriculum in an effort to increase achievement according to College Readiness and State/National 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 subject matter that is grade level appropriate.
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, community members, and/or parents on a regular basis, and as requested by the administration.
8. Implements building and district assessments in order to monitor student achievement, 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 by Response to Intervention.
11. Works cooperatively with building administrator(s) 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 through the adopted student information system.
14. Assists administration in implementing student discipline policies and maintains order in assigned area(s) in a fair and just manner.
15. Performs other duties as assigned by the principal, or other administrative staff.

KNOWLEDGE AND CRITICAL SKILLS:
1. Must demonstrate knowledge of Common Core State Standards.
2. Must exhibit willingness and capacity to use all forms of current instructional technology.
3. A strong command of major developments, key concepts and themes in United States History from 1877 to today.
EXPERIENCE AND EDUCATION:
1. Bachelor’s degree in related subject from accredited university.
2. Illinois teaching certificate 6-12.
3. Teaching experience is preferred but not necessary for hiring.
4. Highly qualified under NCLB.

ENVIRONMENTAL CONDITIONS:
1. Must work in noisy and crowded environments.
2. Indoors or outdoors 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.

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: _____________