



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b>Position / Title:</b> Secondary Teacher	
<b>Bargaining Unit:</b> ETA	<b>Department/Location:</b> TBD
<b>Work Days:</b> 184	<b>Reports To:</b> Building Principal
<b>JD Revision Date:</b> 3/2/2023	<b>Supervises:</b> N/A

**Function / Position Summary**

School District U-46 Secondary Teachers work to ensure all U-46 students have access to high quality, culturally and linguistically responsive instruction. They are relentless in their pursuit of planning lessons in alignment to grade level standards; engaging students in texts and tasks that require collaboration, communication, creativity, and critical thinking; and providing regular and ongoing feedback to support growth and proficiency for all students. U-46 Secondary Teachers also value their own professional growth and engage in ongoing professional learning and seek feedback to continuously improve their practice.

**Job Duties / Responsibilities**

- Strives to implement by the performance of job responsibilities the district's philosophy of education and instructional goals and objectives.
- Provides students with clarity of instructional purpose and delivers content accurately.
- Creates an environment that is safe, respectful, supportive, and challenging as well as conducive to learning and appropriate to the maturity, interests and needs of the students.
- Develops classroom routines and procedures with students to ensure effective management and collective ownership of the classroom environment.
- Engages students in important learning through well-designed activities, questions, and discussion that invite higher-order thinking, develop reasoning skills, and create the opportunity to engage thoughtfully with others' thinking and ideas.
- Provides equitable access to rigorous content for all students.
- Formatively and summatively assesses students and provides regular daily feedback as well as formal progress reports.
- Actively participates in continuous professional learning opportunities through an inquiry-based, growth focused, and results-oriented approach to professional engagement.
- Collaborates with colleagues frequently to improve and share practice.
- Adheres to the published policies and procedures distributed by the district.
- Meets and instructs assigned classes and/or performs or provides assigned duties and services in the locations and times designated.
- Works professionally and cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
- Prepares for assigned tasks and shows written evidence of preparation upon request of supervisor.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by laws and district policy.
- Assists the administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
- Meets and instructs assigned classes and/or performs or provides assigned duties and services in the locations and at the times designated including: in-person instruction, hybrid instruction, asynchronous and/or synchronous instruction.
- Makes provisions for being available to students and parents for education related purposes.



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### **SCHOOL DISTRICT U-46**

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- Strives to maintain and improve professional competence.

#### **Education**

- Bachelor's degree required.
- Appropriate Educator License (PEL, ELS-CTE) with required endorsement(s).

#### **Experience / Knowledge**

- Experience working with students in a school setting is preferred. Demonstrate a willingness to work in a team that is collaborative, student-centered, and results-driven.
- Demonstrate a strong knowledge in fundamental principles of teacher and learning.
- Demonstrate strong organizational skills and efficiency in meeting deadlines.
- Demonstrate professionalism by managing time effectively, working with various stakeholders, and engaging in continuous learning.

#### **Physical Demands**

- Occasionally requires physical exertion to manually move, lift/carry, pull or push heavy objects or materials.
- Requires prolonged sitting or standing.
- Stooping, bending, reaching and working at a student's level when necessary.
- Must work indoors and outdoors.

#### **Terms of Employment**

- This is a 10-month position (184 days). Salary and benefits as established by the Board of Education.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_