

TITLE: Licensed Teacher

UNIT: Individual Elementary or Middle School Building

REPORTS TO: Building Principal

JOB GOAL: To ensure that students learn subject matter and develop skills that contribute to their development as mature, able, and responsible individuals.

SUPERVISES: Students and paraprofessionals as assigned

ESSENTIAL
FUNCTIONS:

1. Listening and speaking
2. Visually observing student behavior
3. Demonstrating knowledge of subject matter and grade level
4. Collaborating with colleagues, administration, and parents

QUALIFICATIONS:

1. As established for licensure by the Illinois State Board of Education for the teacher assignment per the attached addendum.
2. Meets all local qualifications as specified in the attached addendum.
3. Meets all requirements for highly qualified status for the teacher assignment.

PERFORMANCE RESPONSIBILITIES:

A teacher shall demonstrate the ability to organize subject matter content and design effective instruction. Evidence of planning and preparation includes, but is not limited to the following:

1. Demonstrates a current understanding of content and pedagogy related to the teaching assignment and applies it in the instructional planning process. This includes knowledge of concepts, prerequisite relationships, and effective pedagogical approaches.
2. Actively researches student knowledge, skills, special needs, interests and cultural heritage for the purpose of planning effective instruction for individual and groups of students.

3. Establishes instructional outcomes that are rigorous, clear, measureable, and that are aligned with state and local standards. Instructional outcomes are established in terms of student learning and are differentiated as appropriate to meet student needs.
4. Effectively selects and utilizes resources adopted or provided by the Board of Education that are most appropriate for meeting state and local standards and the individual needs of students. Resources are varied and include school, district, and outside sources as appropriate.
5. Develops clear and coherent instructional lessons aligned with state and local standards that include opportunities for higher level thinking, varied instructional groupings, and differentiated approaches.
6. Designs student assessments aligned with instructional outcomes that reflect clear criteria and that provides an ongoing measure of student learning.

A teacher shall create a classroom environment that is conducive to learning and ensures the emotional and educational development of students. Evidence of classroom environment includes, but is not limited to the following:

7. Maintains teacher-student relationships that are respectful and caring; and that are age, culturally, and developmentally appropriate.
8. Establishes a culture for learning within the classroom that is characterized by high expectations for all students, recognition of student effort and persistence, and consistent demonstration of the value of learning.
9. Maximizes instructional time through the effective management of student learning groups, efficient completion of noninstructional tasks, establishment of efficient classroom routines, and facilitation of smooth transitions between activities.
10. Maintains an orderly classroom environment through the establishment of clear, fair, and just standards of conduct that are consistently monitored and reinforced; and where student misconduct is effectively addressed.
11. Assures the physical space of the learning environment is arranged and maintained so as to support instruction and to assure the safety of all students and staff.

A teacher shall deliver instruction that engages all students and enhances student learning. Evidence of instruction includes, but is not limited to the following:

12. Uses clear and accurate communication and academic vocabulary, both written and verbal, to articulate learning goals, lesson purpose, directions, procedures, and explanation of content.
13. Utilizes effective questioning and discussion techniques to engage all students and deepen understanding of content.
14. Designs activities and assignments that engage students through high level thinking, problem solving, reflection and closure.

15. Monitors student learning through a variety of formative assessment practices and provides specific, detailed, and high quality feedback to students as a result.
16. Demonstrates flexibility and responsiveness by adjusting lessons as necessary based on assessment of student understanding and/or changing conditions.
Capitalizes on teachable moments as appropriate.

A teacher shall exhibit characteristics of a professional educator both within and outside the classroom at all times. Evidence of professional responsibilities includes, but is not limited to the following:

17. Accurately reflects on teaching practice through analysis of decisions made during the planning and delivery of lessons; and adjusts future lessons accordingly drawing upon a repertoire of skills and strategies.
18. Effectively maintains all instructional and noninstructional records. All records are accurate, organized, and readily accessible.
19. Maintains ongoing and culturally appropriate communication with families using a variety of methods in order to facilitate parent understanding of, and engagement in the instructional program, as well as to convey timely information regarding student progress.
20. Actively engages in collegial activities that support the improvement of instruction and success of all students. This includes professional inquiry, planning, and contribution at the grade level, department, school and district levels.
21. Actively seeks opportunities to remain current in practice and increase knowledge and skills through participation in coursework, reading professional literature, participation in professional organizations, and involvement in collegial study. Such activities shall be related to the teacher's professional assignment and the result of accurate reflection on practice.
22. Demonstrates professionalism in all aspects of the teacher's assignment to include high standards of integrity, ethics, student advocacy, confidentiality, and adherence to all school and district policies and procedures.
23. Maintains consistent and reliable work attendance and hours.
24. Performs such other tasks and assumes such other responsibilities as may be assigned from time to time.

EVALUATION: This position will be evaluated as per contract and in accordance with Illinois School Code as amended by the Performance Evaluation Reform Act of 2010 (PERA).

ADOPTED: June 18, 1987

REVISED: July 17, 2003

REVISED: June 15, 2015