

November 2021

**RICHLAND SCHOOL DISTRICT 88A**  
**JOB EXPECTATIONS**  
**Departmentalized Teacher**

**QUALIFICATIONS:**

1. Professional Educator Licensure appropriate for the teaching assignment
2. Bachelor's Degree (minimum)
3. Such alternates to the above qualifications as the Board may find acceptable

**PHYSICAL QUALIFICATIONS:**

1. Certificate of good health signed by a licensed physician
2. Bending, carrying, climbing, lifting, pushing, pulling, reaching, sitting, standing, and walking while working with students
3. Must be able to occasionally lift, move, or push items up to or over 50 pounds such as assisting students or moving related equipment for students

**REPORTS TO:** Building Principal

**JOB GOAL:** To create a classroom environment that nurtures and supports student development through academics, social emotional growth, and other skills needed to be successful in accordance with each student's own abilities. To foster a positive relationship between parents, community and colleagues in support of the school district's mission, vision, and goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Regular and punctual attendance to perform duties
2. Absences only for personal illness, family emergencies, civic duty, or pre-arranged days off w/supervisor approval, pursuant to Richland School Policy
3. Utilizes Board approved materials, curriculum, and courses of study to instruct students in assigned core and any minor subject areas
4. Supervises students in classrooms, lunchrooms, hallways, recess areas, etc. to maintain a safe and functional learning environment for all
5. Serves as a mandated reporter to DCFS to maintain student safety
6. Develops daily lessons and instructional plans that are aligned with approved curriculum
7. Evaluates each student's academic and social growth through appropriate record keeping, progress reports, report cards, and other parent notifications
8. Communicates regularly with parents through conferences and other means in order to keep parents informed of student progress
9. Participates in team problem solving process to help identify student needs and plans for individualized programming and/or intervention
10. Maintains professional competence through active and engaged participation in professional growth opportunities provided on or off campus
11. Creates a classroom environment that is safe, aesthetically pleasing, and effective for learning
12. Maintains inventory and other record keeping as required
13. Administers standardized testing in accordance with District/State/Federal requirements
14. Maintains strict confidentiality as it relates student, personnel, and school business.
15. Maintains classroom/lunchroom/bus/building supervision in an orderly fashion

November 2021

16. Works in a collaborative fashion with other staff members and administration
17. Participates in committees and after school events to enhance the school program
18. Participates professionally and regularly in staff meetings, committees, and other school events
19. Maintains a professional demeanor through communication with colleagues, administrators, parents, students, board members, community members, and staff
20. Refrains from comments, actions, etc. which would distract from a friendly work environment
21. Provides timely communication with direct supervisors
22. Refrains from personal telephone conversations and cell phone use within the workday
23. Dresses professionally
24. Other duties as assigned by administration

**TERMS OF**

**EMPLOYMENT:** Salary, benefits, and working conditions to be established by the Board of Education per the Collective Bargaining Agreement.

**EVALUATION:** Performance of this position shall be evaluated in accordance with the applicable policies of the district.

*The position specifications described here 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. The information contained in this job description is for compliance with the Americans with Disabilities Act ADA and is not an exhaustive list of the duties performed for this position as additional duties may be assigned.*