



Community Unit School District 303

201 S. 7th Street, St. Charles, IL 60174-2664 • (312) 228-2000 • www.d303.org

Job Title:	Grade Level Teacher	Wage/Hour Status:	10-month
Reports to:	Principal	Pay Grade:	SCEA Certified
Dept./School:	As Assigned	Date Revised:	March, 2023

Primary Purpose:

Guide student progress toward established district standards; implement best-practice instructional techniques and strategies; adhere to curricular objectives; create and maintain a positive learning environment; and collaborate and model respectful behavior with all stakeholders.

Qualifications:

Minimum Education/Certification:

- Bachelor's degree from accredited university
- Illinois Professional Educator License (PEL)
- Endorsements for subject and level assigned

Special Knowledge/Skills:

- Knowledge of subjects assigned
- Knowledge of curriculum and instruction
- Ability to establish and maintain a positive, student-centered classroom environment
- Skilled with using technology to strengthen the teaching/learning process.
- Relate instruction to the current district curriculum content
- Demonstrates an understanding of performance objectives in the use of curriculum material
- Skilled at being responsive to student data
- Strong organizational, communication, and interpersonal skills
- Implements the policies of the Board of Education as directed

Major Responsibilities and Duties:

- Aligns content of lessons to district curriculum, content, and benchmark standards and objectives.
- Plans engaging and rigorous learning experiences for students in the classroom.
- Instructional lessons and projects include authentic, real-world applications of knowledge and understanding.
- Facilitates self-directed learning experiences for students in the classroom.
- Works collaboratively to identify innovative, practical, and effective differentiation, enrichment, and remediation strategies to enhance the student learning experience.
- Plans for summative and formative assessment of student learning and communicates results.
- Utilizes student data to drive instruction.

- Honors and ensures that legal mandates are integrated effectively into the classroom setting wherever applicable as laid forth by both 504 and IEP plans.
- Maintains accurate records of critical student information such as allergies, behaviors, and medical conditions and is aware of the care required.
- Prepares clear, detailed, and organized lesson plans for substitute teachers including critical student information.
- Communicates and works collaboratively to develop and maintain partnerships with colleagues to enhance student learning.
- Collects, organizes, and maintains accurate records of student data including academic and social/emotional development.

Professional Growth and Development:

- Committed to ongoing personal and collaborative opportunities for self-assessment and professional growth.
- Participate in professional development activities in order to maintain and grow expertise relative to current knowledge of the field through attendance at professional conference, readings, membership in professional organizations, and District professional learning.
- Meets and maintain state requirements for certification or licensure

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting.

Vision: Abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Motion: Frequent movement throughout the work environment. Repetitive hand motions; frequent keyboarding, use of mouse, and occasional reaching.

Lifting: Occasional light lifting and carrying less than 20 pounds

Environment: May work prolonged or irregular hours

Mental Demands: Have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form. Ability to work with frequent interruptions and maintain emotional control under stress.

**The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job-related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.