

Teacher

Reports to: Building Principal, Assistant Principal, Division Coordinator

General Job Description:

The teacher's primary responsibility is to develop an instructional environment and use teaching strategies and resources to achieve the district goals for all students.

Qualifications:

Teacher must have a valid Illinois professional educator license with a high school endorsement in the specific content area. A minimum two to four years of recent and proven successful teaching experience in content area, or for new graduates, student teaching experience within the past five (5) years specific to the position assigned, and/or at the discretion of the Superintendent.

Essential Functions and Responsibilities:

1. Plan a program of instruction for each student that incorporates diagnosis, prescription and evaluation, and teach in the context of the latest instructional models.
2. Prepare and submit weekly lesson plans.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity, interests and abilities of students.
4. Set and maintain appropriate standards of classroom behavior that are consistent with the District Behavior Management System.
5. Assess the accomplishments of students on a regular basis, provide progress reports as required and communicate with parents.
6. Maintain accurate and complete records as required by law, district policy and administrative request.
7. Assist in upholding and enforcing school rules, administrative regulations and Board policy.
8. Attend and participate in building and district meetings to promote effective communication and the efficient operation of the school.
9. Serve on district and building committees which develop curriculum and enhance instruction.
10. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Performs other professional responsibilities necessary for the maintenance of the school's educational environment.
12. Other duties as assigned by the building principal or his/her designee.