

JOB DESCRIPTION

TITLE: K-8 Teacher

REPORTS TO: Building Principal

WORK DAYS: Based on Official School Calendar

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan a program of instruction for students that incorporates diagnosis, prescription and evaluation.
- Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
- Establishes clear objectives of all lessons, units, projects, etc., and communicates these objectives to students.
- Develops reasonable rules of classroom behavior and procedures and maintains order in the classroom in a fair and consistent manner.
- Demonstrates knowledge of effective instructional techniques by utilizing a variety of current ideas, equipment, materials, and experiences in helping students reach their potential.
- Utilizes motivating techniques to stimulate and sustain enthusiasm to maximize learning.
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assesses student progress on a regular basis, where appropriate. Communicates regularly with other staff members on student's progress.
- Maintains accurate, complete, and correct records as required by law, district policy and administrative regulation

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Illinois standard elementary teaching certificate.
- Effective oral and written communication skills.
- Highly organized and able to work independently with minimal supervision.

07/2016