

**BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220
BARRINGTON, ILLINOIS 60010**

JOB DESCRIPTION

TITLE: TEACHER

Teachers shall be responsible to the building principal and/or the Department Chairperson, and the duties of the position shall include:

1. PROGRAM

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| a. Lesson Plans: | Develop and maintain plans for daily instruction based on district courses of study and guides. |
| b. Instruction: | Utilize teaching methods and orderly classroom procedures to meet the wide range of abilities, interests, and maturational levels of students. |
| c. Objectives: | Establish and communicate to students well-defined objectives for each unit of work, including evaluation procedures, homework, tests, related projects, and class activities. |
| d. Evaluation: | Cooperate with the school administration in evaluating the school program by serving on study groups. Make recommendations to the administration regarding methods of improving curricular, extra-curricular or general program areas. |
| e. Development: | Assist in development of, be knowledgeable about, and be guided by the appropriate curriculum of the district. |
| f. Field Trips: | Conduct appropriate field trips which are part of the educational program. |

2. STAFF

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| a. Meetings: | Attend and participate in meetings (district, faculty, and department). |
| b. School Activities: | Share in the responsibility of supervising extra-curricular and other school activities. |
| c. Staff Communication: | Share with other staff members ideas and techniques to improve curriculum and teaching. Confer with other staff members regarding experiences with a given student when such action is appropriate to student needs. |

3. STUDENTS

- a. Evaluation: Evaluate individual student progress on a regular basis and maintain necessary records.
- b. Reports: Provide written student progress reports as required and/or upon special request of the school administration.
- c. Parent Conferences: Meet with parents to discuss student needs, problems or progress.
- d. Student Conferences: Hold conferences with individual students as determined by teacher and/or student need.
- e. Health and Welfare: Exercise reasonable measures to assure student health and safety, being alert to unusual mental or physical conditions of students and referring these to nurse, guidance counselor or administration.
- f. Special Needs: Identify needs in students which might constitute potentially disabling conditions and advise, plan and assist in implementation with the appropriate administrator in order to provide each student with a suitable program of instruction. Participate with resource personnel for the purpose of follow-up to the aforementioned procedure.
- g. Conduct: Assume responsibility for supervising the behavior of students in his/her direct charge and exercise authority, as warranted, over other students on school property or during approved events away from campus.
- h. Cumulative Records: Review individual students' cumulative records at beginning of school term or upon enrollment and receipt of out-of-district records. Be responsible for entry of appropriate student data.

4. OPERATIONS

- a. Policies, Regulations, Procedures: Know and observe the policies and regulations of the district and of the assigned individual buildings.
- b. Pupil Attendance, Tardiness: Keep records of pupil attendance and tardiness, and utilize procedures that encourage punctuality.
- c. Injury, Illness: Report to the administration any injury or illness to a student or self which occurs within school jurisdiction.
- d. Absence: Advise administration prior to absence from school as designated in Substitute Teachers Handbook.
- e. Substitutes: Provide appropriate plans and materials for use by substitute as designated in Substitute Teacher's Handbook.

- f. Books, Supplies: Account for books and supplies and keep requisite records of their quantity and condition. Be responsible for requests and efficient management of books and supplies.
- g. Physical Plant: Observe proper procedures for maintaining a safe and orderly physical environment and inform the administration of unsafe and/or unsanitary conditions.
- h. Emergency Procedures: Know and observe all school regulations regarding emergency procedures. Review these procedures with students periodically.
- i. Professional Responsibilities: Allocate sufficient time before, during and after the school day to complete classroom duties and other professional responsibilities.

5. FINANCE

- a. Budget, Requisitions: Requisition as necessary and assist in the development of the annual budget.
- b. Student Activities: Keep adequate records of all financial transactions relating to student activities.

6. PUBLIC RELATIONS

- a. Presentation: Interpret school programs and procedures to students and parents when requested by the administration.
- b. School/Community Relations: Participate in Back-to-School, Open House and other occasional school/community functions.
- c. Public Representative: Present a positive and constructive representation of the district to the public.

7. PROFESSIONAL STANDARDS

- a. Professional Meetings, Courses: Maintain professional excellence through attendance at professional meetings, workshops, reading professional literature and/or taking advanced courses.
- b. Ethical Standards: Recognize the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

QUALIFICATIONS:

Teachers are members of the professional staff who are required by law to hold a teaching certificate and endorsement for the position to which they are assigned.

ADOPTED: January 28, 1985