



Lincolnshire-Prairie View School District 103

JOB DESCRIPTION Teacher

Job Title: Teacher

Reports to: Building Principal

Purpose

Teachers provide support to the instructional process by serving as a teacher, with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

Essential Functions

- Adheres to the Illinois School code and school district policies and procedures
- Assesses student progress towards targets and standards for the purpose of providing feedback to students, parents and administration throughout the learning process.
- Communicates clearly and accurately with all students for the purpose of student growth
- Communicates and Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, and/or achieving established classroom objectives in support of the school improvement plan.
- Delivers instruction to engage all students and adjusts lessons as indicated by student progress for the purpose of improving their success in academic and interpersonal skills.
- Designs classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans that align with State and District standards.
- Designs and administers assessments aligned with instructional goals; uses data for the purpose of evaluating student competency, developing individual learning plans, and/or planning for instructional groups.
- Directs and supports student teachers, instructional assistants, and/or volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Maintains accurate and timely records for the purpose of monitoring student progress.
- Manages student behavior, classroom procedures, and physical space for the purpose of providing a safe and optimal learning environment in which students are respected and valued.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides a positive learning environment for students
- Reflects on practice regarding strategies, behaviors and lesson effectiveness for the purpose of enhancing student achievement.
- Responds to emergency situations and reports incidents for the purpose of maintaining personal safety of students

Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the



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functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.; analyzing data; applying curriculum and instructional techniques; comparing results.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies; methods of instruction and training; age appropriate activities/behaviors; assessment instruments and techniques; current and emerging technology.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours; working as part of a team; meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Qualifications:

Candidate must hold a valid Illinois teaching Professional Educator License (PEL) and applicable endorsements as it relates to the position.