



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Teacher -CTE Business Ed

LOCATION: North Chicago Community High School

REPORTS TO: Building Principal

PRIMARY FUNCTION:

Individuals employed for this position will work directly under the supervision of the Building Principal and administrative team. The individual will be responsible for leading instruction at the school. Teachers work directly with students in providing instructional programs that meet the student's individual aspirations, capabilities, interests, and needs. Teachers work with other teachers, staff, and administrators in achieving the district and department goals, objectives, and philosophy. They also develop and maintain effective communication with parents. In accordance with school policies as established by the Board of Education, the teachers are responsible for students' supervision and the development and implementation of instructional programs for which they are certified. Teachers are responsible for providing information for the revision and development of new policies regarding educational programs.

QUALIFICATIONS:

Licensure:

- a. Current valid Illinois Professional Educator License (PEL) with proper endorsement(s) (i.e. special education teachers are required to hold an LBS1 endorsement, bilingual teachers are required to hold a Bilingual - Spanish (or required language) endorsement, math teachers are required to hold a Math endorsement, etc.)

Education:

- b. Required – Bachelor's degree from an accredited college or university in Education or related field.

Experience:

- c. Required –Two (2) years of successful teaching experience working with a diverse population.
- d. Preferred – Four (4) years of prior successful teaching experience working with a diverse student population in an urban school setting.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Planning and Preparation – Responsible for demonstrating knowledge of content and pedagogy, students, and resources. Design coherent instruction and select appropriate instructional activities, and has the ability to assess students' learning.
2. Classroom Environment – Responsible for creating an environment of respect and rapport, establishes a culture for learning, manages classroom procedures, manages student's behavior, and has the ability to organize physical space.
3. Instruction – Communicates clearly and accurately, uses questioning and discussion techniques, engages students in learning, provides feedback to students, and demonstrates flexibility and responsiveness.
4. Professional Responsibility – Reflects on teaching, must maintain accurate records, communicates professionally, contributes to the school and district, grows and develops professionally, and shows professionalism.
5. Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques.
6. Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils.
7. Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical:

- Proficient computer skills including Google Apps, Excel, Microsoft Office
- Proficient in IEP software processes and procedures.
- Knowledgeable about teaching and learning.
- Works effectively with data and research to develop and assess district strategies that increase student learning

Interpersonal:

- Handle confidential information professionally.
- Ability to use discretion and exercise sound judgment.
- Effective oral and written communication skills and strong interpersonal skills.
- Good organizational and time management skills.
- Evidence of dependability, integrity, and a strong work ethic
- Ability to take the initiative, work independently, meet deadlines, follow complex directions and adapt to changing demands, activities, and workloads

DISTRICT CORE COMPETENCIES:

1. Achievement focus
2. Cultural competence
3. Classroom environment leadership
4. Collaborative communicator/team player
5. Reflective learner
6. Innovative

PHYSICAL DEMANDS:

The usual and customary methods of performing the job's functions require the following physical demands:

- Standing ($\frac{2}{3}$ of the time)
- Walking ($\frac{2}{3}$ of the time)
- Sitting (less than $\frac{1}{3}$ of the time)
- Significant fine finger dexterity (over $\frac{2}{3}$ of the time)
- Stoop, kneel, crouch, or crawl (up to $\frac{2}{3}$ of the time)
- Talk or hear (over $\frac{2}{3}$ of the time)
- Taste or smell (less than $\frac{1}{3}$ of the time)
- Lifting up to 10 lbs. (over $\frac{2}{3}$ of the time); up to 25 lbs. (up to $\frac{2}{3}$ of the time); up to 50 lbs. (less than $\frac{2}{3}$ of the time); up to 100 lbs. (less than $\frac{1}{3}$ of the time)
- Pushing and/or pulling (less than $\frac{1}{3}$ of the time)
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right which eyes are fixed on a given point)

TERMS OF EMPLOYMENT: 183 days per the collective bargaining agreement.

SALARY RANGE: Commensurate with education and experience, including benefits package

EVALUATION: Annual

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.