

Lemont-Bromberek Combined School District 113A Job Description

POSITION:	Teacher
MINIMUM QUALIFICATIONS:	Meets all certification, licensure standards and qualification requirements as set forth by state and federal law; Able to lift, carry and move students and objects weighing over 20 pounds; and Able to perform all essential job functions with or without reasonable accommodations
TYPE:	Bargaining unit
CATEGORY:	Exempt (Fair Labor Standards Act)
WORK YEAR:	School year
REPORTS TO:	Principal and Assistant Principal
EVALUATOR/S:	Principal and/or Assistant Principal

ESSENTIAL JOB FUNCTIONS:

1. Instructs and supervises assigned students in the locations and at the times designated.
2. Designs, implements and evaluates learning experiences that meet the individual needs, interests and abilities of the students.
3. Encourages and motivates the students in their learning.
4. Prepares for assigned classes and establishes clear objectives for instruction; shows written/electronic evidence of such preparation.
5. Participates in the development and implementation of Individual Education Plans (IEPs) for students with disabilities.
6. Collaborates with special education teachers and related service providers to ensure that students' Individual Education Plans are implemented with fidelity.
7. Provides guidance to promote students' welfare and students' proper educational development.
8. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
9. Develops reasonable rules of classroom behavior and procedure, maintains order in the classroom in a fair and just manner, and encourages students to set and maintain high standards of behavior.
10. Implements the District's philosophy of education and adopted curriculum and instructional goals.
11. Uses current available technologies appropriately and effectively for instructional, professional and communication purposes.

12. Employs a variety of instructional techniques consistent with the needs and capabilities of the individuals or student groups involved.
13. Assesses the progress of students on a regular basis, collects data, develops reports and communicates with parents/guardians regarding student achievement as required by school and District procedures.
14. Is available to students and parents for education-related purposes.
15. Participates actively in the District's professional development program.
16. Works cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
17. Maintains accurate and complete records as required by law, common practice, District policy and administrative regulation.
18. Notifies the administration immediately of evidence of substance abuse, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of illegal substances.
19. Takes all necessary and reasonable precautions to protect the health and safety of students, staff, equipment, materials and facilities.
20. Assists the administration in implementing all policies and rules governing student conduct.
21. Attends meetings, serves on or leads committees or other school, District and community groups as required by position or organizational need or the administration's request.
22. Attends school-sponsored, District-sponsored or related activities, functions and athletic events.
23. Complies with all contractual duties, Board of Education policies and administrative procedures; adheres to state and federal laws and regulations.
24. Exhibits ethical behavior and integrity and maintains confidentiality for all school-related responsibilities.
25. Cooperates with and participates in the planning and evaluation of the school program.
26. Provides suggestions, requests, requisitions and other input in the development of the annual school budget, as requested.
27. Assists in the development and implementation of formal curriculum, as requested.
28. Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved knowledge and techniques; and for attending appropriate professional meetings.
29. Lifts, carries or otherwise physically manages students, as necessary.
30. Maintains a positive attitude toward job related growth and development.

31. Develops and maintains positive and active relations and effective communications with students, staff, parents, community members and community organizations.
32. Performs other duties as assigned by supervisor/s and Superintendent.

By signing this job description, I affirm that I have read and understand the contents of this document.

Employee's Name: _____

Signature of Receipt

Date