

FLOSSMOOR SCHOOL DISTRICT 161

Position Title: Teacher – Grades K-3
Department: Learning and Instruction
Reports To: Building Principal
Director of Learning and Instruction

SUMMARY: To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education, in accordance with pupil's ability; to establish good relationships with parents and with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Teaches District approved curriculum
- Prepare and administer interventions such as, but not limited to, READ 180, Corrective Reading and Read Naturally
- Instructs pupils in citizenship and basic subject matter specified in State law and administrative regulations and procedures of the School District
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil
- Translates lesson plans into developmentally appropriate learning experiences
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports
- Identifies pupil needs and makes appropriate referrals and develops strategies for Individualized Education Plans (IEP)
- Is available to students and parents for education-related purposes outside the instructional day
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student
- Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of student's work
- Administers group standardized tests in accordance with the District testing program
- Demonstrates the effective use of digital tools in teaching and learning practices to help students achieve learning targets
- Models use of digital tools in instructional practices
- Regularly connect with continuous professional learning communities to advance professional practices for 21st Century learning and teaching
- Maintains professional competence through inservice education activities provided by the District and/or self-selected professional growth activities
- Participates in the evaluation process with the appropriate administrator to improve performance according to the Flossmoor Teacher Evaluation Plan (FTEP).

SUPERVISORY RESPONSIBILITIES: Supervises classroom, students and volunteers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND/OR EXPERIENCE: Bachelor's degree or Master's degree in Education. Must have taught Grades K-3 in the last ten (10) years or have taken coursework, seminars or workshops relevant to Grades K-3 education in the last two (2) years.

LANGUAGE SKILLS: Ability to read and analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Illinois Professional Educators License (PEL) and approval as a highly qualified teacher pursuant to the state and federal No Child Left Behind (NCLB) Act. Must hold a Self Contained General Education - Birth through Grade 3 and/or Elementary Education (Self Contained General Education) – Kindergarten through Grade 9 endorsement.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as boxes of books and digital tools carts or moving/ rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. The position requires the employee to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud at a standard acceptable level for this environment. Duties are performed indoors and occasionally outdoors. The employee is directly responsible for the students' safety, well-being and work output.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Prepared/Accepted by District Administration:

Date: 1/30/2014

Input Requested by Flossmoor Education Association:

Date: 1/30/2014

Input Received from Flossmoor Education Association:

Date: 2/14/2014

Approved by Superintendent:

Date: 2/14/2014