

## **TEACHER**

Qualifications:	Valid Illinois Professional Educator License (PEL) appropriate for grade level and academic area endorsement (i.e., art, music, math, etc.) or approval as per ISBE
Reports to:	Principal(s)
Work Calendar:	185 days (full-time) or as determined contractually
Evaluation:	Principal(s) as defined by PERA requirements
Position Goal:	Using the approved Board of Education curriculum, provide multiple teaching and learning strategies, technology and resources to challenge and enhance the intellectual, emotional and psychological growth and maturity of students

The Teacher shall be responsible for the following duties which include but are not limited to:

Board/Superintendent:

- Observe and adhere to all Board of Education policies and regulations, and all administrative rules and procedures (AR)
- Attend Board meetings when necessary to provide supportive materials and information
- Follow all State of Illinois codes relative to the requirements of the Educational program and curriculum
- Communicate educational initiatives, objectives and programs to the Administration, Staff and Community

Building:

- Support the administration in implementing district practices and programs
- Prepare for classes assigned and show written evidence of preparation and lesson design upon the request of the supervisor
- Plan and implement the program of study within the established curriculum approved by the Board of Education that meets the individual needs and abilities of all students
- Meet and provide instruction to assigned classes in the locations and times designated
- Develop, foster and maintain a classroom environment conducive to effective learning using all available resources
- Establish clear instructional goals and objectives which adhere to the philosophy of the District and communicate these to students and parents

#### Page 2/Teacher

- Assist in the selection of books, materials, resources and equipment that enhance instruction
- Develop, design, and employ multiple teaching and learning instructional strategies to meet the needs of all students for high academic achievement
- Include technology and other media sources within the instructional framework to enhance and support the learning environment
- Uphold and enforce all school rules, administrative regulations and Board policy
- Attend and participate in faculty and other meetings as required
- Provide availability to meet with students and parents outside the instructional day
- Collaborate with other staff members in planning instructional methods, goals, and objectives
- Accept responsibility for assisting/attending co-curricular activities

#### Students:

- Set, communicate and maintain a consistent standard a behavior within the classroom
- Set expectations for students to follow a standard of behavior and remain consistent in the enforcement of consequences should students not follow the standards
- Evaluate student progress on a regular basis and communicate the progress to parents
- Recognize student needs and seek assistance of other professional staff to help students solve social, emotional, physical and academic concerns
- Maintain accurate and complete student records as required by law, District policy and administrative regulations
- Treat all students with dignity, respect and fairness
- Practice all required emergency drills with students
- Take all necessary and reasonable precautions to provide for the safety of students

#### Individual:

- Exhibit confidentiality in relation to students, parents and faculty.
- Develop a positive working relationship with administration, staff, students and parents
- Assume responsibility for personal and professional growth and development by attending meetings, workshops, conferences and continuing education classes as related to Common Core, Professional Learning Communities, STEM and other topics

- Remain current on effective teaching practices, techniques and learning strategies, literature, new research findings, technology and data collection
- Adhere to the new PERA law and Senate Bill 7 which describes the Illinois Learning Standards and requirements for good teaching
- Be knowledgeable of and adhere to the District Safety Plan
- Take necessary and reasonable precautions to protect District equipment and facilities