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## Guest Teacher

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| <b>Assignment:</b>          | <b>Long-Term (see job posting)</b>                                |
| <b>FLSA Status:</b>         | <b>Exempt</b>                                                     |
| <b>Location:</b>            | <b>East and/or West Leyden</b>                                    |
| <b>Terms of Employment:</b> | <b>Paid by days worked</b>                                        |
| <b>Wages:</b>               | <b>\$345 per day</b>                                              |
| <b>Reports to:</b>          | <b>Department Chair, Assistant Principals, Building Principal</b> |

### **Qualifications:**

- Illinois Professional Educator License or equivalent with proper licensure for grade level and/or subject area.
- Proficient in subject/content area.
- Ability to manage a classroom and maintain a positive learning environment.
- Works collaboratively with others.
- Highly developed verbal and written communication skills.
- Able to build relationships effectively and professionally with students, families, and staff.

### **Essential Job Functions:**

- Displays knowledge of content and pedagogy with a wide range of pedagogical approaches in the discipline.
- Develop an understanding of students/skills, language proficiency, interests, cultural heritage, and special needs.
- Develop and implement lesson plans that align with state standards and school curriculum.
- Utilize a variety of instructional strategies to meet the diverse needs of students.
- Integrate technology into the teaching and learning process.
- Establish and maintain a positive, safe and productive classroom environment.

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- Administer assessments to measure student learning and progress, as directed by the teacher of record.
- Use assessment data to inform instruction and provide feedback to students and parents.
- Maintain accurate and up-to-date student records and grades.

### **Performance Responsibilities**

- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Prepares for classes assigned, and shows written evidence of preparation upon request of department chairman and administrators.
- Sets and maintains standards of classroom behavior.
- Grades student work/assessments.
- Guides the learning process toward the achievement of curricular goals and establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
- Implements the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Take precautions to protect students, equipment, materials and facilities.
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.
- Assists the administration in implementing all policies and rules governing student conduct.
- Is available to students and parents for education-related purposes outside the instructional day when requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for teacher aides and volunteers and, cooperatively with the department chairman, evaluates their job performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees.
- Contributes to the success of the school program beyond the school day.
- Supports student activities and performances through attendance, classroom announcements, and encouragement of student participation.
- Respects and upholds student confidentiality by not disclosing any personal, academic, or behavioral information about student(s).

### **Physical Demands and Work Environment:**

The physical demands described here 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.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operating office machines and computers, communicating with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

*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.*

Reviewed and Agreed to by:

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Employee Signature

Date

Revised: 8/2024

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