

TEACHER

QUALIFICATIONS:

1. Appropriate State of Illinois Teaching Certificate(s).
2. Bachelor of Science or Bachelor of Arts Degree.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Principal

JOB GOAL:

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals.

DUTIES AND RESPONSIBILITIES

Attendance

- a. Adheres to district sick leave and personal leave policies
- b. Adheres to district flex-time policies
- c. Punctual to job assignments and meetings
- d. Involved in non-required school activities
- e. Maintains physical stamina to meet demands of the job

Instructional Planning

- Maintains clear and up-to-date written lesson plans
- Maintains up-to-date records and reports
- Relates plans to clearly defined objectives consistent with established curriculum
- Previews and has needed materials available
- Makes effective use of planning time
- Revises plans based upon student needs, ability levels, and interests
- Uses test results to diagnose and prescribe what needs to be done to improve a situation, action, or achievement
- Focuses learning on the next concept beyond that which the student already knows
- Is familiar with non-academic growth, home environment and adjustment to school
- Provides effective home/school communication
- Seeks assistance and advice of professional staff when appropriate

Instructional Methods

- Develops readiness for learning
- Uses meaningful objectives
- Uses words and content appropriate to the subject area and ability of students
- Provides information in a clear and concise manner, using a multi-sensory approach
- Provides appropriate guided and independent practice
- Provides prompt and positive feedback
- Utilizes a variety of questioning techniques
- Monitors all non-direct teacher activities for their usefulness and appropriateness
- Evaluates performance on the objectives and then re-teaches or enriches as needed

- Aids students in developing positive self-concepts
- Provides the experiences needed to extend students' thinking skills
- Increases the probability of continued student learning through greater motivation

Classroom management

- Maintains a high level of time on task and redirects students who are off task
- Establishes and clearly communicates the parameters for student behavior
- Recognizes and reinforces achievement and good behavior
- Administers fair and consistent discipline
- Promotes an environment in which all students feel free to participate
- Maintains a classroom atmosphere conducive to good health and safety
- Is aware of physical, emotional, and psychological needs of students
- Provides an orderly environment
- Insures proper care of instructional equipment and materials

Competency in subject matter taught and/or services provided

- Possesses knowledge in assigned grade, subject area or special service
- Participates in curriculum improvement
- Continues professional growth through participation in developmental opportunities
- Joins professional organizations and/or reads professional literature.

TERMS OF EMPLOYMENT: 180 days. Salary and benefits commensurate with contractual commitments.

EVALUATION: Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.