



GENERAL INFORMATION

<i>TITLE</i>	Elementary School Teacher
<i>LICENSURE</i>	Valid Illinois Professional Educator License
<i>ENDORSEMENT</i>	Appropriate content area endorsement required
<i>REPORTS TO</i>	Building Administration
<i>SUPERVISORY RESPONSIBILITIES</i>	Not Applicable
<i>EVALUATION</i>	Job performance will be evaluated annually for non-tenure teachers and bi-annually for tenure staff members.

JOB GOAL

A teacher’s primary responsibility is the instruction of the student. Using The District 124 curriculum teachers will provide instruction, addressing a student’s individual social, emotional, academic, and physical needs. Teachers will evaluate student progress using multiple and diverse assessments. Clear lines of communication will be maintained throughout the school community.

QUALIFICATIONS

- Bachelor’s Degree
- Demonstrated aptitude for successful completion of professional responsibilities
- Bilingual preferred
- Other qualifications deemed necessary by the Board of Education (i.e., certifications/areas of concentration)

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed and is by no means all encompassing. Other duties may be assigned.

- Supports the goals, philosophy, and mission of the district, school, grade level and departmental program
- Guides the learning process toward the achievement of curriculum goals
- Establishes clear objectives for all lessons, units and projects
- Communicates objectives to the students
- Employs instructional methods and utilizes materials that are appropriate for meeting district and state standards
- Evaluates the accomplishments of students on a regular basis using multiple and diverse assessment strategies and provides progress reports as required
- Sets, maintains, and encourages appropriate academic standards for each student
- Assists the administration in implementation of all policies and/or rules governing student life and conduct. Develops reasonable rules for classroom behavior and procedure and maintains order in the classroom in a fair and consistent manner
- Maintains records as required by law, district policy, and administrative regulation
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students
- Attends and participates in district, faculty, and department meetings in accordance with district policies, practices, and negotiated agreement
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods
- Assists in the selection of books, equipment, and other instructional materials
- Plans purposeful assignments for teacher aide(s) and/or volunteers and cooperatively discusses job performance with administration
- Creates a classroom environment that is conducive to learning and appropriate for the student
- Establishes and maintains professional relationships
- Demonstrates evidence of professional preparation and knowledge of current practice
- Contributes positively to the total school environment
- Performs duties assigned by the administration in accordance with district policies, practices, and procedures and the negotiated agreement