

Teacher Job Description

Approved 5-9-12

Qualifications – Hold a valid Illinois Teaching Certificate as well as any other requirements set by law, as well as exhibit the characteristics of a highly motivated instructor who incorporates best practices and research-based strategies into instruction to meet the needs of each student, and such other qualifications as may be established for a particular position.

Classification – Certified Staff

Work Days and Hours – Per the Collective Bargaining Agreement

Reports To – Building Principal and/or Superintendent

Evaluation – Evaluation will be according to the Teacher Evaluations Plan for Peru Elementary School District 124 and in accordance with the *Illinois School Code*.

Supervises – Students assigned to his/her specific class(es), students with which he/she is in contact during the school day, and students with which he/she is in contact during times established by building administration outside of regular school hours

Responsibilities – Under each of the following domains, the teacher shall:

Domain 1 – Planning and Preparation

1. Demonstrate knowledge of the content and current pedagogy in his/her assigned classes.
2. Demonstrate knowledge of student backgrounds, cultures, skills, and interests in his/her assigned classes.
3. Prepare class goals/objectives that represent authentic student learning and are aligned to the district curriculum and academic standards set by the state of Illinois.
4. Demonstrate an awareness of resources available for teaching and an understanding of how to gain access to them for his/her students.
5. Demonstrate coherent instruction with a clearly defined structure, which supports the stated goals and engages students in meaningful learning.
6. Align student assessment with instructional goals, appropriate to the needs of the student. Assessment results are used to plan future lessons.
7. Understand and use appropriate formative and summative assessments for determining students' needs and respond appropriately according to the data.
8. Develops lesson plans and instructional materials that are designed to provide individualized and small group instruction in order to best serve the needs of the students. Lesson plans clearly include identification of purpose, assessment and strategy.

Domain 2 – The Classroom Environment

1. Demonstrate classroom interactions that are warm and caring, and are respectful of the cultural and developmental differences between groups of students.

2. Establish a classroom environment that represents a culture for learning with a commitment to the subject and with high expectations for student achievement.
3. Establish classroom schedules/routines and procedures that function smoothly and maximize effective, purposeful instructional time.

Appendix J – Teacher Job Description

Peru ESD 124 Teacher Evaluation Plan

4. Establish clear standards of conduct and respond to student misbehavior appropriately and respectfully with an emphasis on the district standards; “be respectful, be responsible and be a role model”.
5. Establish a classroom that is safe with learning that is accessible to all students. Classroom furniture and equipment supports learning activities.

Domain 3 – Instruction

1. Communicate objectives, purpose and expectations clearly and accurately to students, both orally and in writing. Communication will be appropriate to students’ cultures and levels of development.
2. Uses multiple teaching strategies, including adjusted pacing and flexible grouping to engage students in active learning opportunities that promote the development of critical and creative thinking, problem solving and performance capabilities.
3. Varies his or her role in the instructional process as instructor, facilitator, coach or audience in relation to the content and purposes of instruction and the needs of students.
4. Uses technology to accomplish differentiated instructional objectives that enhance learning for each student.
5. Models and facilitates effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning.
6. Integrate reading, writing and oral communication within the content area and recognize and address student needs in these areas to build content area knowledge.
7. Assess regularly in instruction through self-assessment by students, monitoring of progress of learning by the teacher or students, and through high quality feedback to students. Students are fully aware of the assessment criteria and used to evaluate their work.
8. Ensure the successful learning of all students by making adjustments as needed to instruction plans and by responding to student interests and questions.

Domain 4 – Professional Responsibilities

1. Reflect on the lesson, citing characteristics that were not fully successful, and determine improvements.
2. Maintain accurate academic and behavioral records in an efficient and detailed manner. (Grades are to be updated weekly)
3. Communicate frequently with families and successfully engage them in the instructional program. Convey information to families about individual students in a culturally appropriate manner.
4. Participate in school and district events and projects, and maintain positive and productive relationships with colleagues.
5. Seek opportunities for professional development based on an individual assessment of need and district strategic plan goals.

6. Maintain professional competence through in-service, professional development opportunities and research of relevant educational articles and journals
7. Make a genuine effort to ensure that all students are well served by the school.
8. Appropriately administer standardized assessments with honesty and integrity.
9. Assist as appropriate in curriculum development, mapping and student data analysis.