

Personnel

Job Descriptions

Per Board Policy 5:30, *Hiring Process and Criteria*, job descriptions are required for certified positions.

District Expectations

All certified employees are expected to:

- Possess effective oral and written communication skills
- Comprehend and follow written and verbal instructions
- Understand and adhere to District policies and procedures
- Handle student and other sensitive information confidentially
- Work effectively with colleagues
- Work with students and adults in a positive manner
- Perform job responsibilities
- Attend work regularly and punctually and complete duties in a timely manner

Teachers employed by the Board are subject to applicable state and federal laws and regulations, the policies and procedures of the Board of Education and the collective bargaining agreement. The statements in this job description are intended to describe the general nature and level of the work. They are not an exhaustive list of all duties and responsibilities related to all certificated positions. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures.

Plans and Prepares for Instruction

- Demonstrates knowledge of content and pedagogy
- Demonstrates knowledge of students
- Selects instructional goals
- Designs coherent instruction
- Assesses student learning

Maintains an Appropriate Classroom Environment

- Creates an environment of respect and rapport
- Establishes a culture of learning
- Manages classroom procedures
- Manages student behavior

Provides Students with Appropriate Instruction

- Communicates clearly and accurately
- Uses questions and discussion
- Engages students in learning
- Demonstrates flexibility and responsiveness

Undertakes Expected Professional Responsibilities

- Reflects on teaching
- Maintains accurate records
- Communicates with families
- Contributes to the school and district
- Grows and developing professionally
- Shows professionalism

Education and Credentialing

- Bachelors Degree
- Holds a valid Illinois Certification, and meets all state and federal requirements, applicable to assignment.

Reports To and Evaluated By

Performance evaluation will occur in accordance with District evaluation processes and procedures.

Work Year

As designated by the School District's Official Calendar for the school year.

Physical Ability Job Requirements

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Walking or standing
- Seeing
- Hearing
- Regularly working at assigned site(s)

- Proofreading and checking documents accurately
- Using a keyboard to enter, retrieve or transform data
- Dealing with employees, students and/or parents in high-stress situations
- Interpreting data from a computer screen

ADOPTED: August 18, 2010

REVIEWED: September 16, 2026