



JOB DESCRIPTION

Title: Elementary Education Grades Teacher

This position provides instruction to students and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching children in a classroom setting.

Reports to: Building Principal

FLSA Class: Exempt

DUTIES:

Planning and Instruction:

- Demonstrates knowledge of the subjects taught and understands which concepts and skills are central to discipline and grade level.
- Select high quality resources to supplement district provided resources, when appropriate, that align directly with the learning outcomes.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Orchestrates and implements classroom activities and instructions aligned to the intended learning outcomes and takes into account the specific learning needs of students.
- Plans activities, instruction, and assessments that are clear, balanced, and suitable for diverse students.
- Designs and implements assessment opportunities in which students provide evidence of reasoning skills, factual knowledge, and/or applied skills.
- Maintains a professional and collaborative relationship with fellow staff.
- Maintains appropriate, positive, and supportive relationships with students.
- Adheres to school and district policies and procedures.
- Maintains a high level of ethical behavior and confidentiality of information about students and personnel.
- Takes opportunities when available to grow and develop professionally to stay informed of evidence-based practices



Classroom management:

- Monitors instructional groups, transitions, materials, supplies, and non-instructional duties proficiently.
- Establishes and maintains classroom routines and procedures for the smooth operation of the classroom and efficient use of time.
- Maintains accurate instructional and non-instructional records as required by law, district policy, and administrative regulations.

Communication:

- Teaches students how to engage in respectful interactions with each other.
- Provides feedback to students that is timely, constructive, and provides guidance to improve their performance. Encourages students to monitor their own learning.
- Communicate with families by providing opportunities to understand the instructional program and their child's progress.
- Establishes and communicates clear standards of behavior to students.

Performs all other duties reasonably related to the position as may be assigned by the Building Administrator or Superintendent.

QUALIFICATIONS:

1. Hold a valid IL Professional Educator License (PEL) with an Elementary Education (1st – 6th Grade) endorsement.
2. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, Google, and electronic spreadsheets.
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate to students, parents, and staff in an acceptable/courteous manner.
6. Ability to lift and carry up to 20 lbs.
7. Ability to push/pull up to 10 lbs.



Terms of employment:

Upon proof of experience, teachers will be granted and placed accordingly on the salary schedule, up to 10 (ten) years of Illinois Public School/out of state Public School teaching experience in the United States. No fractions of years will be counted. Approved School Calendar of 180 Days

Revised:

02/04/2025