TITLE: **CLASSROOM TEACHER**

QUALIFICATIONS: Valid Illinois Teaching Certificate appropriate for assigned grade level and/or subject area
Freedom from communicable diseases

REPORTS TO: Building Principal

SUPERVISES: Students under direct or indirect control

JOB GOAL: To provide instruction that focuses on the social, emotional, intellectual and physical development of students

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of the immediate supervisor.
5. Guides the learning process toward the achievement of curriculum goals and - in harmony with the goals - establishes clear objectives for all lessons, units, projects, etc. and communicates these objectives to students.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Strives to implement by instruction and action the district's philosophy of education, instructional goals and objectives.
8. Adheres to the published policies and procedures of the district.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Works cooperatively with other schools personnel in the identification, diagnosis and remediation of individual students with specialized needs.
11. Communicates with parents regarding student progress as needed.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
13. Maintains accurate complete and correct records as required by law, district policy and administrative regulation.
14. Assists the administration in implementing all policies and rules governing student life and conduct.

15. Develops reasonable rules of classroom behavior and procedures and maintains order in the classroom in a fair and just manner.
16. Makes reasonable provisions for being available to students and parents for education-related purposes.
17. Strives to maintain and improve professional competence.
18. Attends staff meetings and serves on committees as provided by contract.
19. Meets accepted standards of professional behavior as listed below:
20. Responsible for implementation of all 504 and RTI plans.

STANDARDS:

PROFESSIONAL SKILLS

A. Instructional Preparation and Organization

1. Identifies the needs of the learner.
   a. Uses available student data in ascertaining needs, planning work and guiding the learning process.
   b. Identifies students with specific learning problems and takes appropriate action.
   c. Arranges for differentiated experiences geared to the needs and abilities of individual students.
2. Prepares lesson plans/objectives.
   a. Develops plans for instruction which reflect the course curriculum and reveal long range planning from which daily plans are developed.
   b. Selects and sequences content appropriate for the learner.
   c. Sets clear student-centered objectives at appropriate levels of difficulty.
   d. Selects and organizes varied materials and resources which reflect the course objectives.
   e. Monitors learning through a variety of evaluation methods and adjusts instructional planning accordingly.

B. Instructional Interaction

1. Uses class time efficiently.
   a. Handles routine tasks quickly and with a minimum amount of time.
   b. Begins instruction promptly.
   c. Provides materials essential to the lesson.
2. Orients students to class work.
   a. Sets stage for learning by focusing the students' attention on class work.
   b. Specifies change of topic and/or activity and relates purposes.
   c. Provides regular review of relevant concepts and reteaches as necessary.

d. Assists students in making transitions from one objective activity to another

3. Maintains subject area focus and instructional momentum. Uses activities, which keep students, as a group, focused on class work.
4. Circulates in the classroom and provides individual assistance as needed.
5. Provides clear and concise directions.
6. Varies teaching techniques.
    a. Paces presentation of objectives/activities to match students' achievement level and difficulty of task
    b. Provides opportunities for students to relate instruction to prior learning potential and applications.
    c. Adjusts instructional strategies based on feedback from the learner.
    d. Offers the students alternative ways of achieving objectives.
7. Uses appropriate questioning, probing and amplifying techniques.
    a. Involves students in recall of relevant concepts and principles.
    b. Allows appropriate time when seeking student responses.
    c. Seeks clarification of student responses when needed.
    d. Provides opportunities for questioning, speculation and originality.
    e. Varies types of questions to elicit concrete and abstract levels of thought.
8. Provides opportunities for group and individual practice.
9. Provides specific praise and other forms of positive reinforcement.
10. Assigns and checks comprehension of homework/seat work.
11. Evaluates effectiveness of instruction and students' progress.
    a. Relates evaluation to objectives.
    b. Uses both formal and informal evaluation techniques.
    c. Uses results of assessment in planning of additional instruction.
12. Provides timely and constructive feedback.

C. Communication - Verbal and Nonverbal
1. Uses clear/precise speech.
2. Uses appropriate pitch and modulation.
3. Uses nonverbal mannerisms, which reflect enthusiasm and interest.

D. Management of Student Conduct
1. Establishes clear expectations for appropriate behavior.

a. Recognizes and reinforces acceptable behavior.

b. Uses an approach to student needs and feelings which is firm, fair, friendly, sensitive and consistent.

c. Follows disciplinary procedures.

2. Handles disruptive behavior quickly and firmly.
3. Uses appropriate behavior management techniques.

KNOWLEDGE OF SUBJECT AREA

A. Professional Preparation
Remains current regarding ideas and methods, which can improve instruction.

B. Professional Applications
1. Demonstrates knowledge of subject area.
2. Applies concepts, laws and principles appropriate to the discipline.
3. Emphasizes important points.
4. Uses correct spelling, grammar, terminology and mathematical applications.

PROFESSIONAL RESPONSIBILITIES

A. Is accurate and punctual with reports, records and communications.
B. Is punctual and consistent in reporting to work and to other specific duty assignments.
C. Exhibits professional attitudes toward students, other educators, parents, and community members.
D. Adheres to published policies and practices.
E. Makes reasonable decisions and takes appropriate actions.
F. Uses and cares for materials, equipment and facilities.
Exercises care for health and safety of students and other school personnel.
G. Assists in maintaining discipline.

Approved: 11/19/12