MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title:	**Classroom Teacher - JH Local Industry**	Reports To:	**Building Administration**
Pay Schedule/Range:	**MEEA Contract**	FLSA Status:	**Exempt**
Prepared/Revised Date:	**March 2026**	Work Year:	**181 Days**

SUMMARY: To create and maintain an environment favorable to learning and personal growth; to establish effective rapport with students; to motivate them to develop skills, attitudes and knowledge needed to provide a solid foundation for learning in accordance with individuals' abilities; to establish positive relationships with parents and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Performance Responsibilities
1. Utilizes course of study adopted by the Board of Education and other appropriate learning activities which are congruent with the district's curriculum guide.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Compiles and organizes student data to identify trends for the purpose of improving student achievement.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of pupil behavior needed to achieve a safe, functional learning atmosphere in the classroom/school.
6. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
7. Regularly communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program while providing supportive measures when appropriate and necessary..
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, behavior and academic struggles.
9. Establishes and maintains effective communication with students, families, colleagues and all stakeholders.
10. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
11. Supervises all students during the assigned working day while maintaining a safe, functional classroom environment.
12. Participates in curriculum development programs as required.
13. Supervises pupils in out-of-classroom activities during the assigned working day.
14. Performs such other tasks and assumes other responsibilities as may from time to time be assigned by the superintendent.

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of a Bachelor's Degree in education

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Illinois Professional Educator License
- CTE Endorsement Preferred
- ESL Endorsement preferred but not required
- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication
- English language skills
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies and District, Building and Department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Supervisor regarding any urgent conditions

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Building Administration

Direct Reports:	**POSITION TITLE**	**# of Employees**

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands, including fingers, to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.