

LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2
JOB DESCRIPTION

TITLE: TEACHER

QUALIFICATIONS:

As set by state certification authorities. Candidates must hold an Illinois Professional Educator License.

REPORTS TO:

Principal

JOB GOAL:

To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

MINIMUM PERFORMANCE EXPECTATIONS:

As appropriate to the various jobs performed by the tenured and non-tenured teaching staff, the minimum performance expectations include, but are not necessarily limited to the following:

1. Meets and instructs assigned classes in the designated locations and adheres to the schedule established by the board of education and/or administration.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor. Includes available outside resources wherever possible. Fosters a positive self-image as well as a degree of success in all students.
4. Encourages students to set and maintain high standards of classroom behavior.
5. Provides an effective program of instruction in accordance with the adopted curriculum and consistent with physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved to include:
 - a. Review of previously taught material
 - b. Presentation of new material
 - c. Evaluation of student progress on a regular basis.
 - d. Uses a variety of teaching materials and techniques.
 - e. Skilled in using technology (i.e. Google Classroom).
6. Strives to implement by instruction, action, and by one's own example the district's philosophy of education and instructional goals and objectives.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and objectives.
8. Maintains records as required by law, district policy, and administrative regulations.
9. Assists in upholding and enforcing school rules, administrative regulations, and Board policy. Initiates adoption, revision, and amendment recommendations as needs indicate.
10. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
11. Attends and participates in faculty meetings.

12. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
13. Assists in the selection of books, equipment, and other instructional materials.
14. Accepts a share of responsibility for co-curricular activities as assigned.
15. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
16. Establishes and maintains cooperative professional relations with others.
17. Establishes and maintains a broad acquaintance with school and community sponsored affairs.
18. Assists in making sure we provide a safe environment for students, as per the risk management plan.
19. Other assignments as made by administration.

EQUIPMENT USED:

Computers, copiers and technology equipment

WORKING CONDITIONS/ PHYSICAL DEMANDS:

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule and applicable Board Policy, along with Teacher's Union Contract.

EVALUATION:

The appraisal of these minimum expectations will typically be made through a supervisor's daily contact and interaction with the staff member. When problems occur in these areas, the staff member will be contacted by the supervisor to remind the member of minimum expectations in the problem area and to provide whatever assistance might be helpful. If the problem continues or recurs, the supervisor, in his or her discretion, may prepare and issue to the staff member a written notice setting forth the specific deficiency with a copy of the teacher's file. In the unlikely event that serious, intentional, or flagrant violations of the minimum performance expectations occur, the supervisor at his or her discretion, may put aside this recommended procedure and make a direct recommendation for more formal and immediate action.

I reviewed this job description and discussed its contents with my supervisor. I believe it accurately reflects the duties of this position.

Print Name

Signature of Staff Member

Date

I reviewed this job description and discussed its contents with the staff member whose signature appears above. I believe it accurately reflects the duties of this position.

Signature of Supervisor

Date