# CLASSROOM TEACHER

**Qualifications:**
1. Proper certification as required by the State of Illinois.
2. Sufficient credits to meet requirements in the area of major teaching responsibility as described by the Illinois State Board of Education Document No.1 and the Illinois School Code.

**Reports to:** Building Administration

**Supervises:** Students, Teacher Assistants, and Teacher Aides

**Employment:** (180 days)

**Performance Responsibilities:**

1. Meets and instructs assigned classes in the locations and at the times designated.

2. Develops and maintains a classroom environment conducive to effective learning.

3. Prepares for classes assigned and shows written evidence of preparation upon request of building administrator, which will serve as preparation of materials for a substitute teacher when necessary.

4. Works with students to establish and maintain standards of classroom behavior.

5. Employs a variety of instructional techniques.

6. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.

7. Implements by instruction and action the district's philosophy of education and instructional goals and objectives.

8. Assists the administration in implementing all policies and rules governing student life and conduct and maintains order in area(s) supervised in a fair and just manner.

9. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

10. Evaluates student progress as required by Board of Education policy and administrative directive.

11. Works cooperatively with other school personnel in the identification, diagnosis, referral and remediation of individual students with specialized needs.

12. Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.

13. Assists in upholding and enforcing school rules, administrative regulations and

Board policy.

14. Makes provision for being available to students and parents for education related purposes outside the instructional day when requested to.

15. Attends and participates in faculty meetings.

16. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.

17. Assists in the selection of books, equipment and other instructional materials.

18. Accepts a share of responsibility for co-curricular and extra-curricular activities as assigned.

19. 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.

20. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

21. Maintains appropriate relations with all support services personnel.

22. Acquaints and utilizes himself/herself with available district and community resources.

23. Performs other duties as assigned.

**General Authority and Responsibilities:**

1. Certified personnel shall be directly responsible for, and have authority over, any group to which they are assigned by the principal or superintendent.

2. Certified personnel shall be responsible for, and have authority to control, any student of the school district with reference to reasonable conduct in and about the school or schools and to and from school; also, at school functions not on school premises.

East Richland Classroom Teacher _____

Principal _____

Date _____

Signatures above indicate that employee has reviewed his/her job description with immediate supervisor and understands a copy will be placed in the personnel file.

Adopted June 21, 2001