

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE: TEACHER

(All certified instructional staff, except social workers, psychologists, speech pathologists, nurses, counselors, student service coordinators, district specialists and librarians)

CLASSIFICATION:

GEEA

APPROVED BY: _____

DATE: _____

DISTRICT 41 EXPECTATIONS

All District 41 employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Teachers employed by the Board to teach in District 41 schools are subject to applicable state and federal laws and regulations, the policies and procedures of the Board of Education and the collective bargaining agreement applicable to the teacher. All aforementioned information and this job description may be amended or modified from time-to-time.

GENERAL RESPONSIBILITIES (From Teacher Evaluation Plan)

PLANNING AND PREPARATION

- Demonstrating Knowledge of Content and Pedagogy
- Demonstrating Knowledge of Students
- Selecting Instructional Goals
- Demonstrating Knowledge of Resources
- Designing Coherent Instruction
- Assessing Student Learning

THE CLASSROOM ENVIRONMENT

- Creating an Environment of Respect and Rapport
- Establishing a Culture for Learning
- Managing Classroom Procedures
- Managing Student Behavior
- Organizing Physical Space

INSTRUCTION

- Communicating Clearly and Accurately
- Using Questioning and Discussion
- Engaging Students in Learning
- Providing Feedback to Students
- Demonstrating Flexibility and Responsiveness

PROFESSIONAL RESPONSIBILITIES

Reflecting on Teaching
Maintaining Accurate Records
Communicating with Families
Contributing to the School and District
Growing and Developing Professionally
Showing Professionalism

EDUCATION AND CREDENTIALING

- Bachelors' Degree
- All teachers must hold a valid Illinois Certification, and meet all state and federal requirements, applicable to their assignment.

REPORTS TO AND EVALUATED BY: Certified Administrator

Performance evaluation will occur in accordance with District 41 evaluation processes and procedures. By September 15 each year staff members will be notified of their assigned evaluator.

WORK YEAR

- As designated by the School District's Official Calendar for the school year.

<u>PHYSICAL ABILITY JOB REQUIREMENTS</u>	Not Applicable	Desirable	Essential
(SUBJECT TO THE REASONABLE ACCOMMODATION REQUIREMENTS OF STATE AND FEDERAL LAW)			
Walking or standing			X
Seeing			X
Hearing			X
Lifting/carrying objects weighing 5-20 lbs.		X	
Lifting/carrying objects weighing over 20 lbs.	X		
Pushing/pulling carts and dollies	X		
Climbing ladders and scaffolding	X		
Regularly working at assigned site(s)			X
Driving a car, van or truck on public roads or highways		X	
Proofreading and checking documents for accuracy			X
Using a keyboard to enter, retrieve or transform data			X
Dealing with employees, students and/or parents in high-stress situations			X
Conducting performance reviews with employees who report to you	X		
Disciplining and when necessary, discharging employees	X		
Working in an area that is very unpleasant due to circumstances beyond District 41's control		X	
Operating heavy equipment and/or performing other very hazardous duties	X		
Looking at computer screen/reading data on PC			X

By signing this, I affirm that I have received and read this document.

Employee Signature

Date