



Saunemin Community Consolidated School District #438  
Employee Job Description

**Position Title:** Teacher

**Department:** Certified Staff

**Location:** Saunemin Elementary School

**Reports to:** Superintendent

**FLSA Class:** Exempt

**Revised Date:** June 27, 2018

**SUMMARY**

This position provides instruction to students and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching children in a classroom setting.

**DUTIES**

1. Teachers shall be under the supervision of the Principals and the Superintendents and shall cooperate with them in everything affecting the welfare and management of the school.
2. Teaches District approved curriculum.
3. Possess knowledge of the subjects taught and understands which concepts and skills are central to discipline.
4. Develop lessons that incorporate other subjects and incorporates skills that are part of other subjects.
5. Demonstrate knowledge of not only the subject content, but also knowledge of the students who are learning the appropriate content. This would include knowledge of child development, learning processes, student's skills, knowledge, and language proficiency, and student's interests and special needs.
6. Responsible for directing instructional outcomes that reflect important learning so that all students are able to demonstrate their understanding of the content. Learning outcomes should provide clarity, balance, and be suitable for diverse students.



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7. Recognize the importance in the selection of resources and choose resources that align directly with the learning outcomes and will be of most use to the students.
8. Utilize resources not found at the school to bring lessons to life and assist students both academically and non-academically.
9. Translate the state, district, and school expectations for student learning into a coherent plan.
10. Plan instruction that takes into account the specific learning needs for each student and solicits ideas from students on how to best structure learning.
11. Ensure that students have learned the intended outcomes and assessments are designed in which they provide evidence of assessing reasoning skills, factual knowledge, and different methods of learning.
12. Manage relationships with students and ensure that the relationships amongst the students are positive and supportive.
13. Teach students how to engage in respectful interactions with each other by being a model of respect.
14. Establish a culture for learning by conveying the education value of what the students are learning.
15. Monitor and establish routines and procedures for the smooth operation of the classroom and efficient use of time.
16. Manage instructional groups, transitions, materials, supplies, and non-instructions duties proficiently.
17. Display clear standards of behavior and occasionally refer to them during lessons.
18. Respond to misbehavior that shows respect to the student and understand why students may conduct themselves inappropriately.
19. Organize classroom so that areas are safe, orderly, and productive.
20. Meet and instruct assigned classes in the locations and at the times designated.
21. Provide clear directions for classroom activities so that students know what they are to do.
22. Promote thinking by using questions that invite students to formulate hypotheses, make connections, or challenge previously held views.



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23. Provide important and challenging content to engage students in learning.
24. Assess instruction by monitoring student understanding and encourage students to monitor their own learning.
25. Provide feedback to students that is timely, constructive, and provides guidance to improve their performance.
26. Make adjustments in lessons to respond to changing conditions that demonstrates flexibility and responsiveness, seek alternative approaches to struggling learners, and utilize a multitude of data points to assess
27. Keep accurate instructional and non-instructional records as required by law, district policy, and administrative regulations.
28. Communicate with families by providing opportunities to understand the instructional program and their child's progress.
29. Work with colleagues to share strategies and plan for the success of each student.
30. Seek ways to self-improve and contribute to the life of the school by participating in duties that involve the entire school and/or district.
31. Maintain a professional relationship with fellow staff that encourages sharing, planning and working together toward improved instructional skill and student success.
32. Demonstrate professionalism towards both students and colleagues.
33. Adhere to school and district policies and procedures and remain willing to work to improve these guidelines.
34. Maintain the ethical behavior and confidentiality of information about students and personnel.
35. All school personnel shall be courteous to and considerate of school patrons and friends at all times.
36. Teachers are expected at all times to help promote good will toward our schools in their contacts with the public.
37. Assist in diagnosing the learning disabilities of students, with the help of district specialists.
38. Monitors students in a variety of educational environments including classroom, school grounds, hallways, cafeteria, field trips, etc.
39. Plans and oversees appropriate field trips related to the curriculum.



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40. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
41. Diagnoses the special characteristics of students on a regular basis, seeking the assistance of District and cooperative specialists as required.
42. Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
43. Works with students with multiple physical, mental, and developmental disabilities.
44. Performs all other duties reasonably related to position as may be assigned by administration.

#### **Special Education Certified Staff Specific**

1. Works closely with faculty and staff to identify eligible children for Special Education services.
2. Coordinates schedules of paraprofessionals to meet education needs of students.
3. Works with parents to disseminate information concerning individual student progress and the Special Education program in general.
4. Counsels with colleagues, students, and/or parents on a regular basis (at least one a trimester).
5. Assists the students transferring between classes and throughout the building.
6. Discusses assigned duties with classroom teachers in order to coordinate instructional efforts.

#### **Physical Education Certified Staff Specific**

7. Teach sportsmanship, accountability, responsibility, and respect.
8. Develop students' fine and gross motor skills as well as combination movements.
9. Tests students on fitness levels on a regular basis.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.



11. Assists in diagnosing the learning disabilities of students, with the assistance of district specialists.

### **Music Certified Staff Specific**

1. Maintains and acquires general music instruments and literature in choral library.
2. Prepares and presents elementary and junior high music programs.
3. Prepares and presents band and choir concerts.
4. Competes in IESA and other sanctioned music events and festivals.

### **QUALIFICATIONS**

1. Teaching license for the particular position as required by the State.
2. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets (Microsoft Office).
3. Ability to understand and follow basic oral and written instructions.
4. Ability to communicate to students, parents and staff in an acceptable/courteous manner

### **SCHEDULING**

The work hours are defined in the Agreement between the Saunemin Education Association and the Saunemin Community Consolidated School District #438 Board of Education.