

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Classroom Teacher

Department: Certified Staff

Reports to: Building Principal

FLSA Class: Exempt

Effective Date: 09/01/2023

SUMMARY

This position is the chief administrator of the school to which he or she is assigned and is responsible for acting as the educational leader, responsible for managing the policies, regulations, and procedures of the school.

DUTIES

1. Possesses knowledge of the subject taught and understands which concepts and skills are central to the discipline.
2. Develops lessons that incorporate other subjects and skills,
3. Demonstrates knowledge of the subject content and the students learning the appropriate content.
4. Directs instructional outcomes that reflect important learning, so that all students are able to demonstrate their understanding of the content.
5. Recognizes the importance in the selection of resources and chooses resources that align with the learning outcomes of the students.
6. Utilizes resources not found at the school to bring lessons to life and assist students both academically and non-academically.
7. Translates the state and school expectations for student learning into a coherent plan.
8. Plans instruction that takes into account the specific learnings needs for each student and solicits ideas from students on how to best structure learning.
9. Ensures that students have learned the intended outcomes.
10. Writes lesson plans on a weekly basis and aligns them with the Illinois Learning Standards for all classes.
11. Manages relationships with students and ensures that relationships among students are positive and supportive.
12. Teaches students how to engage in respectful interactions with each other by being a model of respect.
13. Establishes a culture for learning by conveying the educational value to students.
14. Monitors and establishes routines and procedures for smooth and efficient operation of the classroom.
15. Manages instructional groups, transitions, materials, supplies, and non-instructional duties proficiently.
16. Displays clear standards of behavior and occasionally refers to them during lessons.
17. Responds to misbehavior in ways that show respect to the student.

18. Keeps the classroom environment clean, orderly, and productive.
19. Organizes the classroom so that area are safe and all students are able to see and hear.
20. Provides clear directions for classroom activities.
21. Promotes thinking by using questions that invite students to formulate hypotheses, make connections, or challenge previously held views.
22. Provides feedback to students that is timely and constructive.
23. Seeks alternative approaches to help students who encounter difficulties in learning.
24. Utilizes school technology and resources to engage students in learning.
25. Establishes professional goals and student growth goals.
26. Keeps accurate instructional and non-instructional records as required by state and federal law, school policy, and administrative regulations.
27. Communicates with families to keep them updated on classroom activities and their child's progress.
28. Responds to parent/guardian inquiries.
29. Participates in activities and duties involving the entire school, as requested.
30. Maintains a professional relationship with staff.
31. Stays informed of changes in education and takes opportunities to grow professionally.
32. Adheres to school policies and procedures.
33. Reports attendance in the MMS system.
34. Prints progress reports from the MMS system.
35. Collects papers and money as needed and promptly sends to the unit office.
36. Meets and instructs assigned classes in the location and time delegated by the teaching schedule.
37. Supervises students during passing periods.
38. Attends faculty and committee meeting as scheduled.
39. Assists the School Improvement Team and Department Chairs in the planning and implementation of the School Improvement Plan.
40. Reports any damage, issues, or problems to Administration.
41. Submits supply and equipment requests to the Building Principal.
42. Maintains the same high level of ethical behavior and confidentiality of information about students and personnel as is expected of all staff.
43. Performs other duties as assigned by the Principal or Board of Education.

QUALIFICATIONS

1. Hold an IL Professional Educator License (PEL) for the particular position as required by the State.
2. Minimum of a Bachelor's degree or higher from an accredited college or university.
3. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets (Microsoft Office).
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).

5. Ability to communicate to students, parents, and staff in an acceptable/courteous manner.
6. Ability to understand and follow basic oral and written instructions.
7. Adaptability to performance of duties without loss of efficiency or composure.
8. Ability to accept responsibility for direction, control, or planning of an activity or meeting.
9. Adaptability to dealing with people beyond giving and receiving instructions.
10. Adaptability to making of generalizations, evaluations, or decisions based on sensory or judgmental criteria.
11. Ability to understand instructions, concepts, and underlying principles, and the ability to reason and make judgments.
12. Ability to define problems, collect data, establish facts, and draw valid conclusions.

SCHEDULING

The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.