

TITLE: Classroom Teacher

QUALIFICATIONS: As outlined in ISBE Document 1

REPORTS TO: Principal or qualified designee

JOB GOAL: Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.

PERFORMANCE RESPONSIBILITIES:

A Prairie Central teacher:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity of and interest of the students.
3. Prepares for classes assigned and shows written evidence of preparation upon request of the immediate supervisor.
4. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
5. Strives to implement, by instruction and action, the district's philosophy of education.
6. Establishes and maintains an acceptable system for student evaluation and provides progress reports as required.
7. Assists the administration and other members of the staff in planning instructional goals, objectives, and methods.
8. Assists in the selection of books, equipment, and other instructional materials.
9. Employs instructional techniques that are consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
10. Sets and maintains standards for classroom behavior.
11. Assumes reasonable precautions in protecting and safeguarding Unit #8 students, equipment, materials, and facilities.

12. Maintains accurate, complete, and correct records.
13. Assists in upholding and enforcing school rules, administrative regulations, and board policy.
14. Maintains student behavior at school-related functions.
15. Makes provisions for being available to parents for education-related purposes as defined in the contract.
16. Works cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
17. Attends staff meetings and serves on committees as allowed by contract.
18. Strives to maintain and improve professional competence.
19. Accepts appropriate duties as assigned by the administration.
20. Makes use of preparation periods for assisting students and preparing for assigned classes.