

Universal School
Classroom Teacher's Job Description

Educational Requirements:

- Minimum educational level: Bachelors Degree
- Certification/Licensing: Valid Illinois Teacher's Certificate

Reports To:

Principal; Assistant Principal

Required Knowledge, skills and abilities:

- Basic understanding of children's emotional, physical, intellectual and social needs.
- Willingness to openly communicate with administration, students, staff and school community.
- Ability to weigh options, think clearly and evaluate.
- Ability to deal with multiple tasks and to organize effectively.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to develop and maintain positive and effective working relationships with administration, students, staff and the school community.
- Ability to handle classroom situations with fairness and patience.
- Ability to meet student needs, deal with student problems and maintain effective discipline.
- Ability to employ a variety of instructional strategies that connect the curriculum to the learners
- Ability to plan and supervise the work of others.

Job Goal:

To provide appropriate instruction in a safe and healthy environment conducive to learning for all students assigned.

Essential Duties and Responsibilities:**I. Planning and Preparation for Instruction:**

- To provide instruction consistent w/curriculum for assigned subject area/grade level.
- To utilize various instructional materials; videos/overheads/graphic organizers etc.
- To plan and implement appropriate instructional activities.
- To prepare for classes assigned and show evidence of effective lesson planning

II. Instructional Delivery:

- To demonstrate a well-prepared and organized approach to teaching.
- To connect lessons to students' prior knowledge and/or interests.

- To clearly explain concepts, terms, vocabulary, principles.
- To provide appropriate guided and independent practice.
- To demonstrate mastery of subject area(s) & use accurate, up-to-date information
- To demonstrate an understanding of student development.
- To use varied teaching strategies and questioning techniques.

III. Assessment and Evaluation of Student Performance:

- To communicate regularly with students and parents about student progress.
- To collect and use multiple sources of information to assess student learning.
- To use assessment results to guide and modify instructional planning and teaching.
- To practice fair and clear grading of student work.
- To carefully plan and vary student assignments.
- To employ a variety of evaluation techniques.
- To return all tests within three school days.
- To return all class work, and homework and quizzes within two school days.
- To return all projects within five school days.

IV. Classroom Management:

- To utilize time efficiently and effectively.
- To maintain classroom order and control.
- To require and monitor student adherence to rules and procedures.
- To use verbal and nonverbal skills to control student conduct.
- To stop inappropriate behavior using reasonable sanctions.
- To maintain classroom procedures/routines that support student learning.

V. Classroom Learning Environment:

- To ensure active and equitable student participation.
- To vary role in teaching process (facilitator, coach, instructor).
- To establish and maintain mutually respectful student-teacher interactions.
- To establish and maintain appropriate standards of performance.
- To arrange furniture/equipment to facilitate movement/learning.
- To maintain an attractive, age-appropriate & child-centered classroom environment.

VI. Communication:

- To indicate confidence in students' ability to learn.
- To consistently express enthusiasm verbally and nonverbally.
- To use positive verbal language and positive nonverbal cues.
- To demonstrate respect, concern and consideration for all students.
- To avoid emotional outbursts, ridicule, sarcasm and derogatory statements.

- To use vocabulary and style appropriate to level of students.
- To use appropriate Islamic terms and display Islamic etiquette.

VII. Professional Growth and Responsibilities:

- To pursue and participate in professional growth opportunities.
- To use ideas from books, websites, colleagues etc. to improve teaching.
- To initiate activities and projects in the school.
- To share expertise, new ideas, materials and resources with colleagues.
- To participate in shared-decision making in the school.
- To be punctual for school, classes, meetings etc.
- To maintain an accurate, organized, up-to-date record keeping system.
- To support policies/procedures when dealing with students/parents.
- To maintain confidentiality in matters relating to students/school/parents.
- To show respect, interest and consideration for colleagues and parents.
- To adjust plans and schedule to accommodate programs/activities.
- To participate in school-related functions when appropriate.
- To adhere to school policies, rules, curriculum and content standards.
- To cooperate with administration in applying changes to program.
- To work to establish & maintain open lines of communication with students/parents.
- To work to establish & maintain open lines of communication with Administration.
- To make proper use of professional planning times.
- To show care for instructional materials and resources.
- To accept constructive criticism & follow up on actions for improving performance.
- To demonstrate loyalty to the school.
- To demonstrate loyalty to the colleagues.
- To demonstrate loyalty to the administration
- To perform routine duties and tasks with little or no direct supervision.
- To participate in extracurricular activities and/or serve on designated committees.
- To display a professional image in conduct and appearance.
- To select appropriate channels for resolving concerns and/or problems.
- To meet school attendance requirements.
- To recognize problems and actively contribute to their resolutions.
- To take all necessary and reasonable precautions to protect students.
- To accept & fulfill instructional duties & responsibilities promptly & effectively.
- To communicate and cooperate with colleagues in instructional planning.
- To establish procedures consistent with school policies.