



## Teacher

Teachers are responsible for helping our children learn according to the principles of the International Baccalaureate Primary Years Program, for classroom management, providing feedback to others, assisting in the development and improvements of curriculum, and communicating to staff and parents regarding student performance. Teachers are responsible for each student's achievement of high standards, assisting the Special Education Teacher in the development and coordination of Individualized Education Plans. The Principal supervises teachers. Teachers collaborate with colleagues, administration, parents and staff in creating a healthy and vibrant educational community.

### Key Responsibilities:

#### General for all Teachers:

- Carries out mission and vision as established by the Executive Director and Board of Directors
- Be highly qualified, as outlined by federal No Child Left Behind legislations, in the field or grade level of education in which you teach
- Be highly qualified in the International Baccalaureate programs appropriate to the grade(s) taught by pursuing training provided by the school
- Creates a positive and effective school and classroom environment that supports the school's philosophy and goals and meets students' individual needs, supporting differentiated learning. This also includes creating routines, rituals and celebrations that support a sense of class and school community as well as student self-esteem and increasing independence/self sufficiency.
- Administers quarterly STEP literacy and Everyday Math assessments; Participates in detailed analysis; Carries out other daily formal or informal assessments of student achievement via various instruments, observation checklists, rubrics, testing tools, and student portfolios, and documenting student achievement through these instruments. Student self-assessment and opportunities for reflection of the day's learning and preparing written reports for parents is integral to this process.
- Integrates assessment to design appropriate lesson planning and effective teaching strategies to accommodate diverse student needs and learning styles.
- Participates in ongoing staff development that supports the curriculum and the inquiry approach as outlined in the IBO programs; pursues advanced studies, certifications, and/or endorsements in bilingual, cross-cultural and language diversity education.
- Maintains accurate attendance and other student records, including report cards, permanent records, etc. Assess and report any special needs and/or services the student may require in a timely fashion.
- Follow the law in reporting immediately any suspected child abuse.
- Ensures curriculum alignment with other grade levels and the school's program of inquiry
- Contributes to the overall orderliness and organization of the school environment; Neatly displays current student work in the classroom and public areas reflecting the current unit of inquiry and each subject area taught
- Is a positive role model for social responsibility, human empathy, fairness, justice, integrity, highly ethical behavior, loyalty and commitment

- Works closely with the administration and maintaining excellent communication with parents and welcoming school visitors into classrooms
- Participates in all bi-weekly after school staff meetings
- Maintains excellent attendance
- Actively participates in family and community outreach by planning and leading parent education nights and attending after-school events
- Performs other job related duties as assigned or request by Principal

**Required Skills and Experience:**

- Fluent in Spanish (ideal)
- 3+ years experience as an educator (minimum)
- Convey enthusiasm for the school and its students
- Demonstrate a fervent commitment to the school's mission and vision
- Relentless drive to increase personal and student achievement
- Demonstrate and model academic excellence
- Strong communication, interpersonal and team skills

**Education Requirements:**

- Bachelors Degree in Education
- Masters degree preferred in education or related fields (ideal)
- State of Illinois Teaching Certificate
- Endorsement or extensive experience in ELL and dual language instruction (ideal)