

# **OAK GROVE SCHOOL DISTRICT #68**

## **JOB DESCRIPTION**

<b><u>TITLE:</u></b>	Art Teacher
<b><u>QUALIFICATIONS:</u></b>	Bachelor's Degree from an accredited college or university. Valid State of Illinois Professional Educator License (PEL) K-9 Art Endorsement Any additional Endorsements Other qualifications as determined as necessary by the school board
<b><u>REPORTS TO:</u></b>	Building Administrator and/or Superintendent
<b><u>TERMS OF EMPLOYMENT:</u></b>	Specific terms of employment are to be followed as outlined in the Collective Bargaining Agreement as agreed upon between the Board of Education and the Oak Grove Teachers' Union.
<b><u>POSITION GOALS:</u></b>	The mission of the Oak Grove School District certified teacher is to provide an opportunity for every student to master grade level skills regardless of previous academic performance, family background, socioeconomic status, race, or gender. The staff member will measure achievement based on local and state assessments and overall classroom performance, and provide a positive learning environment that meets the needs of every child.
<b><u>PERFORMANCE DESCRIPTORS:</u></b>	<ul style="list-style-type: none"><li>• Meets and instructs assigned classes in the locations and at the times designated.</li><li>• Plans a program of study that meets the individual needs, interests, and abilities of the students.</li><li>• Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.</li><li>• Prepares for classes and shows written evidence of preparation upon request of immediate superior.</li><li>• Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, and projects to communicate these objectives to students, as adopted by the local and state Board of Education.</li><li>• Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.</li><li>• Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to teacher and students.</li><li>• Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.</li><li>• Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.</li><li>• Continuously strives to improve professional competence and collaboration with colleagues and communities.</li><li>• Attends staff meetings, serves on staff committees, and performs duties prescribed by administration and CBA.</li><li>• Promotes public relations for the school's programs and activities.</li><li>• Becomes acquainted with parents; reports any unusual occurrence or event to the administrator.</li><li>• Contacts the designated representative as soon as possible when the teacher must be absent from school.</li><li>• Participates in the selection, adoption and inventory of textbooks.</li><li>• Implements all rules and regulations, policies and administrative guidelines as adopted by the School Board for the district.</li><li>• Maintains a professional appearance.</li><li>• Is familiar with and incorporates the use of technology in daily tasks.</li><li>• Maintains regular attendance and adheres to the professional code of conduct.</li><li>• Position may require additional duties as dependent upon the endorsements of the candidate to achieve 1.0 FTE</li></ul>
<b><u>SPECIFIC KNOWLEDGE/SKILLS:</u></b>	Specific skills related to carrying out the district mission that will allow for optimal student success.
<b><u>EVALUATION:</u></b>	Based upon State guidelines and the CBA.
<b><u>BOARD APPROVAL DATE:</u></b>	May 24, 2012