

COLONA GRADE SCHOOL

Administration

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DISTRICT 190
COLONA, ILLINOIS 61241
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Board of Education

Julie Wittenauer - President
Lindsey Trickey - VP
Julie Woods - Secretary
Ray Kutzman
Dennis Teichman
Ricky McClintock
Bill Rossow

Teacher Job Description

Job Goal: The teacher will plan, organize, and implement an appropriate instructional program for all students by utilizing recognized academic content and methods within a positive social-emotional environment that encourages and motivates students to attain their academic potential.

Teacher Performance Responsibilities:

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Uses a variety of instructional methods to deliver content to students individually, in small groups, and whole class
- Adjusts instructional content and delivery to account for individual and whole group student needs
- Incorporates timely and relevant assessments to determine student achievement
- Utilizes effective formative assessment data to determine students' strengths and weaknesses
- Provides timely and informative feedback on student class work, homework, tests, and assignments
- Maintains accurate and complete records of students' progress and development
- Establishes and maintains frequent communication with parents
- Establishes, communicates, and enforces rules and procedures for effective classroom management
- Follows district school board and administrative guidelines, procedures, and directives

- Maintains a clean and orderly classroom environment
- Maintains accurate, complete, and appropriate records as required by law, District policy, and administrative directive
- Provides for the safe and secure use of all district property
- Demonstrates professional personal interactions with all students, parents, and staff
- Maintains professional growth and improves competence in teaching methods
- Works cooperatively with other school personnel in the identification, diagnosis, and planning of intervention strategies and remediation for students with special needs
- Attends staff meetings and serves on committees when requested
- Maintains confidentiality of student, parent, and staff information as required by District Policy, state and federal law by discussing such information only with individuals having an educational interest in the student
- Performs other professional duties or assumes other responsibilities as may be assigned by the building administration in accordance with the District's master contract

Teacher Evaluation: Per District contract and all applicable state laws.