

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-064

DATE: January 2, 2019

## POSITION DESCRIPTION

*Job Title*

**BUSINESS TEACHER**  
(Accounting / Business / Computers)

<b><u>Location:</u></b>	Edwardsville High School
<b><u>Job Description:</u></b>	See Reverse
<b><u>Terms:</u></b>	2019 – 2020 School Year
<b><u>Hours:</u></b>	7.75 hours per day
<b><u>Salary:</u></b>	To be determined by collective bargaining agreement
<b><u>Qualifications Required:</u></b>	<ul style="list-style-type: none"><li>*Appropriate Illinois Licensure</li><li>*Multiple Endorsements preferred</li><li>*Superior work habits and ethics</li><li>*Excellent communications skills (written &amp; verbal)</li><li>*Ability to work well with students, faculty and parents</li><li>*Ability to perform duties as outlined</li></ul>
<b><u>Contingent Upon:</u></b>	Board approval
<b><u>Closing Date for Application:</u></b>	January 9, 2019 or until filled

**Submit Application/Resume/Letters to:**

On line at [www.ecusd7.org](http://www.ecusd7.org)  
Go to departments/personnel follow link on left side of  
Personnel home page – Apply on line

**Dr. Nancy Spina**  
Assistant Superintendent/Personnel  
Edwardsville Community Unit School District 7

The Edwardsville Community Schools offer employment without regard to race,  
Color, creed or religion, age, sex, national origin, or handicap

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# **TEACHER JOB DESCRIPTION**

## **EDWARDSVILLE COMMUNITY UNIT DISTRICT #7**

### **RESPONSIBILITIES:**

#### **A. INSTRUCTIONAL EFFECTIVENESS**

1. Communicates expectations for high levels of learning by students
2. Assess students' knowledge and skills
3. Specifies lesson purposes and learning objectives
4. Provides learning tasks of appropriate difficulty level for the students
5. Relates new content to previously presented material and to students' prior knowledge
6. Teaches clearly, audibly, precisely and fluently while keeping to the topic
7. Instructs with a variety of methods: lecture, modeling, demonstrating, experimenting, role playing, eliciting
8. Teaches accurate principles, concepts, rationale, and applications as well as specific content
9. Provides students with prompt feedback on their learning, performance, and progress
10. Requires students to recall, explain, compare, contrast and evaluate information
11. Provides students with prompt and appropriate feedback on their learning, performance and progress
12. Re-teaches as necessary
13. Summarizes the main points of the lesson, brings closure, and explains what will be taught next
14. Encourages student input for improvement of instruction

#### **B. ORGANIZATIONAL AND MANAGEMENT SKILLS**

1. Establishes procedures for routine classroom management matters, communicates those procedures to students, and elicits feedback from students regarding their understanding of those procedures
2. Completes lesson plans in accordance with the EEA collective bargaining agreement, Article III, Section I and Board Policy No. 403.
3. Distributes materials and supplies necessary for an instructional lesson in a timely manner
4. Starts students on tasks quickly and assures efficient transitions between activities
5. Maintains a high level of time-on-task for all students
6. Monitors student behavior continuously, encouraging appropriate behavior and addresses inappropriate behavior

#### **C. PERSONAL QUALITIES**

1. Interacts with students in a mutually respectful manner
2. Expresses verbal enthusiasm for the lesson and student participation
3. Praises students for learning accomplishments, on-task behaviors and appropriate conduct
4. Gives all students opportunities to ask questions, contribute, and otherwise participate in class activities

#### **D. PROFESSIONAL DEMEANOR**

1. Teaches the approved curriculum of the district
2. Maintains punctuality and regular attendance
3. Completes reports and records accurately and promptly
4. Maintains appropriate communications with colleagues for planning and teaching
5. Maintains accurate and helpful communication with students and parents
6. Takes steps toward self-improvement
7. Carries out other duties as assigned by supervisors

### **QUALIFICATIONS:**

1. Appropriate Illinois Certification(s) – multiple endorsements preferred
2. Superior work habits and ethics
3. Excellent communication skills (written and verbal)
4. Ability to work well with administration, faculty, students and parents
5. Ability to perform duties as outlined

### **PHYSICAL REQUIREMENTS:**

Physical requirements will comply with the Americans with Disabilities Act.