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# VACANCY LISTING

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October 28, 2021

Northwestern Community Unit School District No. 2 is accepting applications for the following position for the 2022-2023 school year:

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***Full-Time High School Science Teacher*** (Salary based upon education and experience level)

***Teaching areas include: Chemistry, Physics, Biology, Physical Science***

Candidates will be considered based upon certifications, qualifications, merit and ability, and relevant experience.

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***(See attached job description)***

***Please submit letter of application, resume and teaching credentials to:***

***Dr. Kevin Bowman, Northwestern CUSD #2, 30953 Route 111, Palmyra, IL 62674 or e-mail [kbowman@northwestern.k12.il.us](mailto:kbowman@northwestern.k12.il.us)***

**Deadline for applications: Friday, December 17, 2021**

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## **NORTHWESTERN CUSD #2**

### **JOB DESCRIPTION**

**Position Title:** High School Science Teacher

**Location:** Jr./Sr. High School

**Reports to:** Jr./Sr. High School Principal

**FLSA Class:** Exempt

**Effective Date:** April 17, 2013

#### **SUMMARY**

This position provides instruction to students and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching children in a classroom setting.

#### **DUTIES**

1. Teaches District approved curriculum.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Plans a program of study, employing a variety of instructional techniques and instructional media that meets the individual needs, interests, and abilities of the students.
4. Instruct students in lab safety procedures.
5. Maintain lab equipment in good working order.
6. Report lab room maintenance needs to Building Administrator.
7. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Assists the administration in implementing all policies and rules.
10. Encourages students to set and maintain standards of classroom behavior.
11. Guides the learning process toward the achievement of curriculum goals and, establishes clear objectives for all lessons, units, projects to communicate these objectives to students.
12. Assists in diagnosing the learning disabilities of students, with the assistance of district specialists.
13. Evaluates academic and social growth of students, keeps appropriate records and prepares progress reports.
14. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
15. Remain available to students and parents for education-related purposes outside the instructional day, such as parent teacher conferences.
16. Perform all other duties reasonably related to position as may be assigned by Building Administrator or Superintendent.

## **QUALIFICATIONS**

1. Standard Secondary Teaching License with an endorsement in Chemistry; Physics; Biology; Science Biology; Life Science; General Science as determined by classes taught as required by the State.
2. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets (Microsoft Office).
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

## **SCHEDULING**

The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.