

Wolf Branch School District #113

410 Huntwood Road
Swansea, Illinois 62226

Phone (618) 277-2100

District Fax (618) 235-2376 Elementary Fax (618) 277-9786 Middle School Fax (618) 277-5461

Dr. Nicole Sanderson, Superintendent
Mrs. Jennifer Poirot, Elementary Principal

Mrs. Lisa Brentlinger, Director of Student Services
Mrs. Jamie Cox, Middle School Principal

Position Title: Elementary Classroom Teacher
Reports to: Building Principal/Superintendent/Board of Education
FLSA Class: Exempt
Effective Date: 8/11/2026

SUMMARY:

Wolf Branch School District is seeking a dynamic, passionate, and dedicated individual to join our team. The candidate will be responsible for instructing students, fostering a positive learning environment, and promoting overall student-growth academically and socially.

EDUCATION/EXPERIENCE:

He/she shall meet any job requirements as stated in the local School Board policies or operating procedures as outlined by the Superintendent.

1. Illinois Professional Educator's License
2. Bachelors of Education from an accredited university
3. Specified Endorsement(s) as position warrants.
4. Ability to manage and support students with a wide range of abilities, both academic and social
5. Excellent communication and collaboration skills
6. Ability to adapt to the unique needs of each student and foster a positive learning environment
7. Ability to maintain effective working relationships with students, other employees, and the general public.
8. Demonstrate experience and proficiency with technology including but not limited to email, the Internet, Microsoft Word/ Google Suite

CERTIFICATES and LICENSES:

CPR, First Aid, and other IL State mandated training/certification required after hiring and must be maintained for employment to remain in good standing.

TERMS OF EMPLOYMENT:

Employment in this position is contractual. Contractual benefits and salary information is outlined in the Collective Bargaining Agreement for the 2024-2027 school years. [Click here for more information.](#)

Board Paid TRS Contributions

Board Paid Individual Health Insurance

Sick Leave and Personal Days

Sick Leave Bonus

ESSENTIAL DUTIES & RESPONSIBILITIES:

General Housekeeping

1. Assume responsibility for submission of daily reports (attendance, cafeteria reports, etc.)
2. Maintain student records (permanent and cumulative)
3. Determine seating arrangements and prepare seating charts.
4. Assume responsibility for the appearance of the classroom
5. Report damage to books, furnishings, or equipment to the Building Principal.
6. Assume responsibility for the comfort of the learning environment. (Adjusting windows, blinds, Thermostats, etc.)
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Assists the administration in implementing all policies and rules.
9. Performs all other duties reasonably related to this position as may be assigned by the Building Administrator or Superintendent

Curriculum Development and Instruction

1. Design and implement effective lesson plans aligned with the state standards and consistent with the expectations of Wolf Branch School District's approved curriculum.
2. Utilize diverse teaching strategies to differentiate and accommodate various learning styles, abilities, and backgrounds.
3. Establish a plan for continuous evaluation of pupil performance and program success.
4. Modify curriculum and instructional materials as necessary to ensure all students can access the curriculum.
5. 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.

Classroom Management

1. Establish and maintain a supportive and structured learning environment conducive to learning.
2. Implement consistent behavior management strategies to encourage positive behavior and minimize disruptions.

Supervision of Students

1. Supervise playgrounds, lunch rooms, doorways, hallways, restrooms, etc. as directed by the Building Principal.
2. Report any serious arguments, threats, or acts of violence to the Building Principal.
3. Assist in assuring student adherence to school rules, administrative regulations, and Board Policy.

Professional Development

1. Engage in ongoing professional development to stay current with best practices in education, instructional technology, and pedagogical approaches.
2. Attend all faculty meetings and assigned committee meetings to support the mission and vision of the school improvement initiatives in the district.
3. Maintain a current record of personal and professional development activities.
4. Seek opportunities for growth and improvement in teaching practice.

Collaboration

1. Establish and maintain open lines of communication with colleagues, administrators, and support staff to enhance the educational experience for students.
2. Participate in team meetings, professional development activities, and parent-teacher conferences to support student success.

3. Assists in evaluating the academic and social ability of students, keeps appropriate records, prepares for reporting progress, and assists district specialists when other needs arise.

Parent Communication

1. Establish open and effective communication with parents/guardians to keep them informed of student progress, academic expectations, and classroom activities.
2. Respond promptly to parent inquiries and concerns in an effective manner.

Safety of the Students

1. Review and practice routinely the emergency and crisis management plans to be used in the event of a fire, storm, intruder, or unexpected disaster.
2. Submit written reports of accidents to the Building Principal.
3. Report any potential safety concerns to building maintenance or the principal.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Must be able to lift, push or pull up to 35 pounds on a regular repetitive basis and over 65 pounds on an occasional basis.
- Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
- Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

ADDITIONAL SKILLS:

1. Well organized, maintains confidentiality, and attention to details
2. Knowledge of school environment
3. Knowledge of parliamentary procedure
4. Demonstrate experience and proficiency with technology
5. Have excellent relationships with administration, employees, students, parents, and the public
6. Maintain a positive attitude
7. Use sound judgment
8. Have excellent attendance and promptness
9. Highly dependable and trustworthy
10. Adaptable when necessary

EVALUATION:

By: Building Principal per contract

INTERESTED PARTIES

Please submit the following information– Job will remain open until filled:

1. Cover letter noting current position, educational background and professional experience
2. Updated resume with IEIN number to verify certification
3. Updated list of 3-5 references (personal and professional)
4. *Transcripts only need to be submitted upon request.

Please submit information to: Jen Poirot jpoirot@wbsd113.org