

SCHOOL DISTRICT U-46
Human Resources Department
Elgin, IL

HIGH SCHOOL SUMMER SCHOOL
(SUMMER 2015 ONLY)

High School Credit Recovery Program
APEX High School Teacher

REPORTS TO: Summer School Administrator

QUALIFICATIONS:

- Bachelor's degree in related subject from accredited university.
- Illinois teaching certificate.
- Highly qualified under NCLB.
- Teaching experience is preferred but not necessary for hiring.

JOB GOALS: To provide quality educational experiences during the summer for students requiring intervention for academic promotion.

ESSENTIAL FUNCTIONS

1. Trains, provides information, or seeks appropriate supports for paraprofessionals assigned to class, district personnel, volunteers, and agency personnel.
2. Participates in professional development activities in order to maintain and improve professional competence.
3. Establishes clear objectives for all lessons, units, and projects and communicates those objectives to students.
4. Organizes and supervises student independent work using computer-based instruction.
5. Monitors and charts behavioral/social-emotional, academic, and functional progress of students utilizing a behavioral charting/management system, when appropriate.
6. Establishes/implements classroom management system for students in alignment with program expectations.
7. Establishes a varied environment which accommodates the differing manners by which children learn.
8. Maintains records and reports regarding pupil progress in a timely manner.
9. Demonstrates skills and abilities to assist students in developing age-appropriate social skills and behaviors in relating to peers and adults.
10. Employs appropriate instructional technology usage in the classroom to engage students.
11. Arrange for appropriate work and community service opportunities for students.
12. Participates in committees, when appropriate.
13. Demonstrates leadership in the department, classroom, and school.
14. Plan and supervises class/student projects, recreational activities, extra-curricular activities, field and community trips, if appropriate.
15. Demonstrates knowledge of personal technology use, instructional technology use, and assistive technology, if appropriate.
16. Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, flexibility, and responsiveness to change.
17. Supervises students in classrooms, school buildings and social-curricular activities.
18. Demonstrates ability to maintain favorable public relations.
19. Responds as soon as possible, to parent, student, teacher and administrative inquiries via phone or email during regular work day.
20. Demonstrates the ability to function as a member of an educational team.
21. Maintains a high level of ethical behavior, confidentiality and student-focus.
22. Prepares reports (e.g. attendance records, student evaluations, credit and grading systems.)
23. Maintains a positive working relationship with program administrator and communicates essential information in a timely manner.

24. Demonstrates ethnic and cultural sensitivity and competence.
25. Performs related duties, as assigned.

ENVIRONMENTAL CONDITIONS:

1. Must work in noisy and crowded environments.
2. Indoors in a busy school environment.
3. Frequently work at a fast pace with unscheduled interruptions.
4. May be required to leave main work site to attend meetings.
5. Public contact requiring appropriate business-like apparel.

PHYSICAL DEMANDS:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EFFECTIVE DATES:

Session 1: June 9 - June 30, 2015 (7:00 a.m.-1:30 p.m.)
Session 2: July 1 - July 22, 2015 (7:00 a.m.-1:30 p.m.)

Location: Elgin High School

Monday through Thursday (No Fridays)

TERMS OF EMPLOYMENT:

\$25.50/hour

DEADLINE FOR APPLICATION:

April 30, 2015

APPLICATION PROCESS:

www.U-46.org/employment

Nondiscrimination Notice:

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, gender, age, national origin, ancestry, marital status, unfavorable discharge from the military, disability, or any other legally protected status in accordance with applicable legal requirements.

The Non Discrimination Coordinator is the District's Chief Legal Officer or designee who can be reached at 355 East Chicago Street, Elgin, Illinois, 60120, (847)888-5000, ext. 5305.

