

Aurora East School District 131
JOB DESCRIPTION

POSITION TITLE: High School eLearning Instructor

IMMEDIATE SUPERVISOR: Building Principal or Designee

EVALUATION PROCEDURES: Per the Collective Bargaining Agreement

QUALIFICATIONS:

1. Applicants must hold a Bachelor's Degree from an accredited college or university and be properly certified to meet Illinois Teaching License Standards. A Professional Educator License (PEL) with high school endorsement and content area endorsements required. Endorsement/s in English, Math, Science, Social Studies or Physical Education preferred. ESL and LBSI endorsements also preferred.
2. Teaching experience preferred.
3. Displays quality work through accuracy and attention to detail.
4. Committed to continuous improvement and data based decision-making.
5. Effective written, verbal and technology based communication skills.
6. Works effectively and productively as a member of a team.
7. Ability to work with a linguistically and culturally diverse public.
8. Demonstrates knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Teach courses in the classroom/subject area utilizing the common core/content area standards, social emotional standards, curricula and materials adopted by the Board of Education.
2. Diagnose the needs of students to provide individual or small group instruction and adapt curriculum as needed based on the identified needs of the students.
3. Develop and submit lesson plans, as required.
4. Maintain accurate, complete and correct records as required by law, district policy and administrative regulations.
5. Administer and/or monitor state, district and local assessments, as required.
6. Submit reports to the appropriate person(s), as required.
7. Communicate with parents, administrators and other applicable school personnel regarding student's academic and social/emotional progress and accommodations.
8. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction and learner outcomes.
9. Direct and supervise students, implement OLWEUS/PBIS, and maintain and document discipline both in and out of the classroom during the assigned workday.

10. Develop students' critical analysis skills through group discussions using a variety of mass media and literature.
11. Use subject matter knowledge, teaching and learning, best practices, and technology to facilitate experiences that advance student learning, creativity, and innovation in both face-to-face and virtual environments.
12. Exhibit legal and ethical behavior in their professional practices; follow and implement all district rules, regulations, practices and policies.
13. Demonstrate a high level of professionalism with the ability to maintain confidentiality and personal flexibility in all areas.
14. Continuously improve professional practices, model lifelong learning, and exhibit leadership in the school and professional community.
15. Works cooperatively with all staff to deliver educational services relating to the instruction of children.
16. Engage the learners in differentiated learning experiences appropriate to their skill levels and development needs.
17. Encourage students to think independently and express original and creative ideas.
18. Prepare in collaboration with students assigned a set of classroom rules, which will be adhered to in addition to site rules.
19. Maintain accurate student attendance records.
20. Prepare daily/weekly lesson plans addressing student needs aligned with Common Core Standards make available daily lesson plans for review of the site coordinator.
21. Participate in / attend building and district meetings, as required and including PLC team meetings.
22. Maintain professional competence through in-service education activities provided by the district and/or in self-selected professional growth activities.
23. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Provides appropriate safety instruction.
24. Required training on eLearning platform
25. Work schedules may be flexed to meet programming needs.
26. Perform any other duties and responsibilities as may be requested by the Principal or designee.

TERMS OF EMPLOYMENT:

Days and salary as per the Collective Bargaining Agreement