



Cicero School District #99

Job Title: *Alternative Education Math Teaching Position*
Reports to: *Building Principal*

Position Summary

To supervise and provide students with academic and behavioral support while they are in the in-school suspension class. Plans a program of studies that meets the individual needs, interests, and abilities of students.

Qualifications & Requirements

- Valid Illinois Professional Educator License, endorsement in Junior High Mathematics
- Knowledge of school and classroom expectations, procedures, and practices.
- Ability to establish appropriate rules, methods and techniques in maintaining a disciplined academic environment.
- Must have strong interpersonal skills and patience.
- Must have experience working with students and knowledge of conflict resolution techniques, restorative practices, and verbal de-escalation is strongly encouraged.
- Use and operate relevant technology equipment/devices, provided by the district to support instruction.

Duties & Responsibilities

- Provide supervision for students who are assigned to the Alternative Education classroom.
- Take daily attendance.
- Review procedures and student expectations with students daily.
- Work with students and or other staff members during student reflection time on issues such as behavior management and the prevention of the undesirable behaviors that resulted in the student being assigned to ADA.
- Monitor all assignments provided to the students; provide encouragement, and feedback to students, monitor test-taking, computer usage, and provide support and instructional assistance as appropriate.
- Collaborate with support staff, such as social workers, counselors, psychologists, security and nurses to ensure the safety and well-being of the students.
- Communicate with classroom teachers regarding assignment requests, and student completion.
- Keep a log of students, their assignments and completed student work.
- Facilitate and arrange delivery of student breakfast and lunch when necessary.
- Monitor student behavior. Record and log behavior for data collection purposes.
- Assures that students get on/off the bus in a safe and orderly fashion.
- Uses technology to promote learning, creativity, and collaboration.
- Uphold the confidentiality of the students and the situations that warranted the alternative day assignment.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students. Encourages and monitors the progress of individual students. The environment reflects the fact that each child is known as an individual and as a learner.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, etc., that are communicated to the students and parents.
- Assesses the accomplishments of students on a regular basis and provides assessment reports as required.
- Maintain and apply, when necessary, appropriate discipline to maintain an effective classroom environment according to the rules and disciplinary systems of the school as stated in school handbooks.
- Attends staff, department, and school meetings and serves on staff committees as requested/required.
- Initiates and completes personnel, staff development, training, workshops, and attendance documentation as required by administration.
- Plan, prepare, and deliver instructional activities that facilitate active learning experiences for students in your care. Instruct and monitor students in the use of learning materials and equipment. Strives to maintain and

improve professional competence by keeping up to date with developments in subject area, teaching resources, and methods and makes relevant changes to instructional plans and activities.

- Use and operate relevant technology equipment provided by the school to support instruction. This includes but is not limited to typing and other basic computer functions.
- Effectively communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs in written and verbal communications.
- Performs other duties as required by the administration.

Terms of Employment

Start Date: August 2022

Hours: 7:50-2:20

Work Year: 10 month

Compensation: As outlined in the teacher's collective bargaining agreement

Union Affiliation: Union

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.