



CRETE-MONEE SCHOOL DISTRICT 201-U

JOB DESCRIPTION

TITLE: HIGH SCHOOL SUMMER SCHOOL TEACHER COURSES OFFERED TBD

PURPOSE STATEMENT

The position of Summer School Teacher has been established to provide instruction to students identified as needing summer instructional support.

REPORTS TO: Summer School Program Coordinator

ESSENTIAL FUNCTIONS

- Prepare lesson plans
- Provide instruction
- Complete progress reports
- Conduct assessments

JOB RESPONSIBILITIES

- Actively participate in professional development/planning as scheduled. Training will be discussed at an informational meeting.
- Conduct pre- and post-assessments using an approved assessment for all students assigned during the designated time periods.
- Submit student assessment results (pre and post) to the coordinator within two days after the designated time periods.
- Provide instruction to the students assigned.
- Attend building meetings scheduled by the Site Coordinator.
- Adhere to the learning schedule and curriculum, instructional strategies, and materials provided.
- Prepare the assigned classrooms to encourage engaged and cooperative learning, including establishing learning stations.
- Plan and submit daily lesson plans using the provided template to the coordinator each Monday.
- In collaboration with the students, prepare an assigned set of classroom rules to be adhered to in addition to the site rules.
- Participate in all program evaluations.
- Be actively involved in the learning-teaching process.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Must possess a valid and appropriate Illinois Teaching Certification.
- Must possess a High School Endorsement.
- Must possess appropriate endorsements on courses being taught.
- Effective communication skills; Evidence of planning and organization skills.

TERMS OF EMPLOYMENT

- **Schedule:** Monday through Thursday
- **Staff Dates:** Grades 9 through 12 - Two Sessions
 - Up to one day of training with staff per session; Tentative Training & setup TBD
- 24 Student Days
- **Session One:** 12 Days: Monday, June 8 through Monday, June 29, 2026
- **Session Two:** 12 Days: Tuesday, June 30 through Wednesday, July 22, 2026
- (No classes June 18, 2026; No classes July 2 and July 6, 2026)
- **Hours:** 7:30 am to 1:30 pm
- **Pay:** \$38.00 per Hour District Extended Day Rate (no attendance incentive pay)
- Failure to fulfill this position's Essential Functions and/or Job Responsibilities may result in dismissal from the program.
- **No more than two days may be missed without jeopardizing dismissal and termination from summer employment. Any time missed from work or training will be deducted from the teacher's salary on an hourly basis.**
- If a minimum class size of 10 is not maintained, the teacher is subject to release from summer employment. If the teacher is released, the teacher will be paid for each day of service up to and including the release day.

EVALUATION: The performance of this job will be evaluated by the designated administrator in accordance with the Board of Education's policy on the Evaluation of Professional Personnel.