



JOB DESCRIPTION

TITLE: MUSIC ELEMENTARY SUMMER SCHOOL TEACHER

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/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, 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, which will 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.
- PEL with a PK-12 Music Endorsement
- Effective communication skills, evidence of planning and organization skills.

TERMS OF EMPLOYMENT

- **Locations:** Balmoral Elementary School
- **Limited staff** - interviews required
- **Schedule:** Monday through Thursday
- **Staff:** Tentative Up to two days of training with staff; Tentative Training & setup TBD
- **Summer School Dates for Elementary and MS**
June 10, 2026, through July 23, 2026
- **Summer Holiday Dates:** No School June 18, 2026; No School July 2nd and July 6, 2026
- **Staff Hours Tentative Time - Final times TBD: Grades K through 8** - 8:30 am to 1:00 pm **Pre-K** - 9:00 am to 1:00 pm
- **Pay:** District Extended Day Rate - \$38/hr. (No additional attendance incentive)

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 will be deducted from the hourly salary.

If a minimum class size 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 before the release day.

EVALUATION

The Summer School Coordinator or designated administrator will evaluate the performance of this job in accordance with the Board of Education's policy on the Evaluation of Professional Personnel.