



<i>Position</i>	Teacher Appraisal Specialist
<i>Location</i>	Morton Freshmen Center
<i>Department</i>	Learning Support Services
<i>Reports To</i>	Assistant Superintendent
<i>Position Summary</i>	The Coordinator of Teacher Appraisal will work collaboratively with the Assistant Superintendent and the Executive Director of Human Resources to maximize the effectiveness of the teacher evaluation tool for the purpose of improving teacher performance and student learning/growth.
<i>Qualifications</i>	<p>Master's degree in educational leadership.</p> <p>Valid Illinois Professional Educator License with appropriate content area endorsement and General Administrative endorsement.</p> <p>ISBE Qualified Teacher Evaluator.</p> <p>Preferred 4 years of experience evaluating teachers.</p> <p>Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.</p>
<i>Essential Duties and Responsibilities</i>	<ul style="list-style-type: none"> • Conduct evaluations of certified staff. • Meet quarterly with each building Principal to discuss/inform the growth and areas of support needed for those certified staff members being evaluated in their building. • Regularly communicates staff celebrations (growth and/or excellent observations) to the Assistant Superintendent, the Executive Director of Human Resources, and the Building Principals. • Analyze teacher evaluation data to determine target professional development needs. • Collaborates with LSS Directors and other administrators to plan and deliver professional development pertaining to the District Evaluation Tool at First- and Second-Year Teacher Academies. • Conduct a minimum of one professional development per month, at each campus, pertaining to the District Evaluation Tool.

	<ul style="list-style-type: none"> • Submit a summary of professional development to the building principal and district administration as required. • Keep informed about educational innovations and trends and provide departmental leadership in the selection, development, and utilization of instructional materials, equipment, and methodologies. • Collaborates on and participates in the interview process for certified staff. • Serve as a member of appropriate district or building committees and assist in the establishment of district, building, and departmental objectives and the development of a plan for the implementation and evaluation of these objectives. • Represents J. Sterling Morton High School District 201 at various community, state and national events and trainings. • Perform other responsibilities related to leadership. • Perform other responsibilities as related to personnel.
<i>Terms of Employment</i>	10 Month
<i>Evaluation</i>	Annually
<i>Compensation</i>	Minimum starting salary of \$80,000. Dependent on experience and qualifications.
<i>Start Date</i>	July 29, 2024

<i>Physical Demands</i>
This position requires the ability to sit for extended periods of time, stand for long periods of time and move to multiple locations on multiple floors in one day. There is some bending, lifting, carrying, stair climbing. This position requires using a computer and looking at a computer screen for extended periods of time on a daily basis. This position requires driving to multiple locations, often on the same day.

<i>Work Environment</i>
The work environment for this is varied and includes office, school and classroom locations, often on the same day. The work for this position is typically indoors. Reliable transportation is required for this position.