VACANCY NOTICE

Alternative Education Program

The following position is available for the 2020-2021 school year:

Science Teacher

DATE REQUIRED: August 17, 2020
QUALIFICATIONS / EXPERIENCE DESIRED: PEL with high school science endorsements

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008
(815) 544-0301

Posting: February 21, 2020

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status
Job Description

Position: Certified Teacher - Alternative Education Science

Reports to: Building Principal

Qualifications: Professional Educator License with High School Science endorsements

Terms of Employment: 9 months

Basic Function: In cooperation with the administration, a certified teacher creates a flexible program and a class environment that: takes into account the unique learning needs of each individual student; is favorable to learning and personal growth; establishes effective rapport with students; motivates students to develop skills, attitudes and knowledge needed to provide a good foundation, in accordance with each student’s ability; and establishes good relationships with parents/guardians and with other staff members.

Performance Responsibilities

Planning and Preparation

1. Identifies student educational needs and abilities.
2. Develops, modifies, and adapts lesson planning to meet the needs of each student.
3. Plans multiple and varied forms of assessment.
4. Encourages the use of a wide variety of learning materials and technologies when planning lessons.
5. Makes plans which are consistent with district mission statements as well as district and state standards.
6. Designs lesson plans which guide the learning process toward the achievement of curriculum goals.
7. Designs well organized lessons with clearly stated objectives, appropriate activities,
   procedures, assignments and assessments.
8. Maintains an organized, efficient learning environment.
9. Develops, organizes, and prepares lessons; has materials ready; gives clear directions.
10. Uses a variety of instructional tools relevant to lesson plans.
11. Plans appropriate room arrangements.

The Classroom Environment
1. Creates an environment that is conducive to learning and maximizes student time on task.
2. Accountable and responsible for school equipment and materials.
3. Maintains an orderly system of classroom management, such as: room arrangements, making
   announcements, distributing and collecting materials and homework assignments.
4. Maintains adequate records in accordance with district policy including grade book, substitute
   folder, emergency procedures and student attendance.
5. Maintains student behavior which is conducive to learning:
6. Follows building and district disciplinary policies and procedures.
7. Clearly states rules and expectations, treats students with respect and dignity, and has clearly
   delineated rewards and consequences.
8. Clearly communicates the student management behavioral system to students and parents.
9. Monitors behavior and provides appropriate feedback to students and consistently and fairly
   implements discipline plan.
10. Deals effectively with inappropriate behavior.
11. Assumes responsibility for student supervision outside the classroom.
12. Consistently meets obligations on time.
Instruction

1. Plans for the effective use of instructional methods and strategies.
2. Encourages the use of a wide variety of learning materials and technologies when planning lessons.
3. Involves students in the planning and organization of activities.
4. Develops lessons that meet the needs and learning styles of all students.
5. Implements effective instructional methods and strategies.
6. Uses and adapts appropriate teaching methods and technologies that reflect the district mission statement, building mission statements and Illinois State Standards.
7. Uses numerous resources for enrichment in the lesson.
8. Encourages active participation in classroom discussion and activities.
9. Demonstrates command of current subject content and teaching methods.
10. Emphasizes the application of higher level thinking skills.
11. Practices a variety of delivery techniques including appropriate technology resources.
12. Includes community resources in instruction.
13. Uses a variety of motivational techniques to encourage student success.
14. Uses instructional time effectively.
15. Successfully accomplishes planned objectives.
16. Makes smooth transitions from one activity to another.
17. Assesses using effective instructional methods and strategies.
18. Assesses student understanding of lesson objectives.
19. Uses a wide variety of assessment tools that match lesson objectives.
20. Uses assessments that are continuous, clearly designed, effectively explained and purposeful.
21. Identifies students with special needs and explores appropriate services.
Professional Responsibilities

1. Promotes students’ intellectual, emotional, and social growth.
2. Helps students establish realistic goals.
3. Helps students develop a sense of responsibility and self-discipline.
4. Communicates high expectations in performance and behavior.
5. Encourages respect for all cultures, races and religions.
6. Helps each student recognize the value of his/her own uniqueness.
7. Creates a classroom atmosphere, which encourages acceptance of others’ rights to have different attitudes and values.
8. Works to establish good rapport and maintains effective communication with students.
9. Treats students fairly and consistently.
10. Treats students with courtesy and respect.
11. Makes students feel secure and important.
12. Praises student contributions.
13. Is available for individual work with students.
14. Cooperates and supports building and district initiatives.
15. Participates in the school improvement process.
16. Participates on building/district committees.
17. Cooperates with reasonable requests by administration.
18. Attends/is involved in building/district events.
19. Implements procedures and guidelines as contained in handbooks and directives.
20. Contributes positively to the total school environment.
21. Promotes positive professional relationships with colleagues.
22. Shares ideas, information and materials.
23. Demonstrates a willingness to mentor or to be mentored.
24. Collaborates with student support service personnel.
25. Consults support staff relative to student concerns.
26. Participates in student staffings, prepared with pertinent data.
27. Maintains and provides opportunities for parental communication.
28. Participates in conferences, coffees/teas, orientations, open houses, information sessions.
29. Encourages and initiates parent conferences when appropriate and necessary.
30. Answers communication from parents as promptly as possible.
31. Supports parent-teacher groups.
32. Informs parents and the public about school activities when appropriate and necessary.
33. Maintains accepted standards of professional behavior.
34. Exemplifies the virtues they seek to inspire in students.
35. Presents a professional appearance.
36. Maintains composure and a collaborative attitude when communicating with parents.
37. Restricts discussion of confidential matters to appropriate times/places with appropriate persons, respecting students’ rights to confidentiality.
38. Establishes and maintains cooperative professional relations with others.
39. Promotes positive public relations toward school and community.
40. Continues to show evidence of professional growth and competence.
41. Keeps abreast of current educational trends, including technology.
42. Attends workshops, conferences, and other staff development opportunities.
43. Adapts teaching to new findings, ideas, and theories.
44. Belongs to professional organizations.
45. May perform other related tasks as assigned from time to time.