

**BOARD OF EDUCATION, DISTRICT NO. 148
DOLTON, COOK COUNTY, ILLINOIS**

**Job Description
Corrective and Responsible Education Facilitator**

Job Classification:

- Corrective and Responsible Education (CARE) Facilitator

Reports To:

- Building Principal and Assistant Principal

Job Summary:

- Supervise and monitor students assigned to the Corrective and Responsible Education Room.

Knowledge and Abilities:

- Applicant should have knowledge of school and classroom rules, procedures and practices.
- Applicant must have the ability to interpret and establish appropriate rules, methods and techniques in maintaining a disciplined academic and behavioral environment.
- Applicant must have strong interpersonal skills and patience.
- Applicant must have strong critical thinking and problem solving skills.
- Applicant must have experience working with students and knowledge of conflict resolution techniques is strongly encouraged.
- Applicant must have the ability to encourage and empower students to make their own positive decisions.

Duties and Responsibilities

1. Provide supervision for students who are assigned to the CARE Room.
2. Take daily attendance.
3. Review CARE policies, procedures and student expectations with students daily.
4. Provide feedback to building teams in regards to students assigned to the CARE Room.
5. Work with students and/or other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that resulted in student being assigned to the CARE Room.
6. Monitor all CARE assignments; provide encouragement and feedback to students, monitor tests, computer work and provide instructional assistance as appropriate.

7. Ensure students have security escorts to bathroom facilities at all times.
8. CARE Facilitator will complete Anecdotal Log of their daily activities to submit at the end of each week to the Principal or Assistant Principal.
9. Complete Completion Logs for all students assigned to the CARE Room and communicate with teachers in regards to assignments.
10. Gather, track and assess data on interventions and collaborate with Principal and Assistant Principal.
11. Facilitate and arrange delivery of student lunches when necessary.
12. Refer behavior problems to the Principal or Assistant Principal.
13. Collaborate with Principal, Assistant Principal, MTSS Facilitator, Social Worker and School Safety Facilitator in regards to students.
14. Communicate with parents in regards to students.
15. CARE Facilitator will have to attach himself/herself to a classroom Type III Assessment.
16. When absent CARE facilitator must create absence in AESOP.
17. Other duties and responsibilities as assigned by Principal, Assistant Principal and District Administration. CARE Facilitator will not be utilized as a substitute teacher, office personnel or any other building duties other than supporting students.

Education and Experience:

- Professional Educator License (PEL) Type 03; supplemented with one to three (1-3) years of related experience.
- Operating knowledge of computers.
- Experience in working with elementary and junior high students.
- Knowledge working with special needs students.
- Should be able to handle and react to potential volatile situations and incorporate Crisis Prevention Intervention (CPI): care, welfare, safety and security of student(s). CARE Facilitator will receive Crisis Prevention Training (CPI) training.

Strong communication and writing skills.

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