

Maywood-Melrose Park-Broadview School District 89

Lead Teacher

THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

Qualifications:	<ul style="list-style-type: none">• Valid Illinois Professional Educators Licensure-endorsement LBS1• Valid transcripts, certification of good physical health as required by law.• Demonstrated ability to teach and deal professionally and effectively with students as shown by student teaching record and the evidence of successful teaching experience.• Personal qualities necessary for development of an effective professional relationship with students, colleagues, administrative and supervisory staff, and parents.
Reports To:	Executive Director of Student Services and Asst. Director of Student Services
Location:	District 89
Terms of Employment:	Ten (10) month teacher contract with extension of one week past the end of the year and to start.
Job Goal:	To provide leadership in specialized instruction for individuals identified with disabilities and to provide leadership and support for the assessment, implementation and evaluation of students identified as having special education needs.
Duties and Responsibilities:	<ul style="list-style-type: none">• Offer leadership and direction in providing for the formal learning process of students and their families.• Create and maintain a classroom atmosphere conducive to learning.• Support a system of classroom behavior interventions for assigned students.• Assist and support the district in the area of public relations.• Take part in supportive and comprehensive case management activities that include community and medical appointments and visits.• Devote time and interest to improving building and school district effectiveness through work on committees, in-service training, and sharing expertise.• Demonstrate respect for the worth and dignity of students, co-workers, and parents.• Teach the basics in assigned fields employing the best techniques possible commensurate with the level, ages, and abilities of students.• Utilize and teach others to utilize assessment results for improvement of instruction and improvement of student achievement.• Inform parents and students of academic and behavioral progress, problems, and accomplishments through the IEP process, home or community visits.• Engage families and the community in the overall special education of students.• Be an active, supportive, and cooperative team leader in the building.• Assume responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved teaching techniques.• Collaborate with teachers to collect and analyze assessment data to collaboratively increase student achievement.• Communicate and collaborate with parents, classroom teachers, and other school personnel to guide and support effective instructional practice.

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- Support teachers in their own classrooms to ensure best practices in accommodation for students with disabilities.
- Actively participate in grade-level/ department meetings as an avenue to support achievement growth, solve common problems before they hinder implementation and ensure smooth and effective progress.
- Perform such other job-relevant teaching duties and assume such other job-relevant responsibilities as assigned by Student Services.

Essential Functions:

- Ability to communicate clearly and concisely in oral and written form;
- Ability to work independently and multi-task in an unsupervised environment;
- Ability to respond effectively to oral and written direction;
- Ability to work as part of a team;
- Ability to stand, walk, sit, squat, bend and climb stairs;
- Able to work with small and large student groups;
- Ability to disseminate and comprehend student data;
- Ability to meet daily attendance requirements.

Evaluation:

Performance of this position will be evaluated by the Executive Director of Student Services and/or the Asst. Director of Student Services in accordance with the Board's policy on "Evaluation of Professional Personnel" and the Illinois State Performance Evaluation Reform Act of 2010.