

Teacher: LEARNING RESOURCE CENTER FACILITATOR

Primary Function (Job Goal)

To advocate for all learners, focus on academic achievement, and build on student successes by committing to continuous instructional improvement and providing an environment that supports the social development of all students.

Reports To (accountability)

Executive Director of Teaching and Learning

Qualifications / Local Requirements

- Professional Educator License
- License Endorsement in one of the following at the appropriate grade level :
 - Endorsement in Library Science / Media
 - Library Information Specialist
- The applicant must fulfill one of the following:
 - Must currently be assigned to this position
 - Taught in any school at the K-8 level within the last 10 years
 - Such other alternatives to these qualifications as the Board of Education may accept

Additional Requirement

- Master's Degree in Library Science or Instructional Technology

Physical Requirements

- Working with the students in an instructional setting may entail kneeling or squatting, stooping, and bending from the waist on an occasional to frequent basis.
- Occasionally required to run.
- Ability to read a computer screen and printed material with or without visual aids.
- Hear and understand speech at normal classroom levels.
- Speak in an audible tone so that others may understand clearly.
- Exhibit manual dexterity to enter data into a computer or other portable electronic device, and use aids such as a whiteboard, poster, bulletin board, overhead projector, television, VCR/DVD, telephone, copier and other technological equipment.
- Retrieval, use, lifting and storage of teaching material, including books, equipment, assignments, etc. Occasionally required to lift/carry objects weighing up to 20 pounds. Ability to climb stairs.
- Must be able to withstand adverse weather conditions with protective outerwear when assigned outdoor supervision responsibilities.

The physical demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. Planning and Preparation
 - a. Demonstrate knowledge of content and pedagogy.
 - b. Demonstrate knowledge of child growth and development, especially of characteristics of students/children in the age group assigned.
 - c. Set appropriate instructional goals.
 - d. Design coherent instruction based on district learning targets, the primary function of this position and student data.
 - e. Design formative and summative assessments that measure student performance based on established learning targets.
 - f. Demonstrate a basic understanding and knowledge of current technology that is incorporated as a natural instructional tool, in constant use.
 - g. Assure that the students always have the appropriate supplies available to perform the tasks required in the various modules.
2. Classroom Environment
 - a. Create an environment of respect and rapport.
 - b. Establish a culture for learning.
 - c. Manage classroom procedures.
 - d. Manage student behavior.
 - e. Organize the physical environment to promote learning.
3. Instruction
 - a. Implement instruction planned in accordance with Section 1.
 - b. Communicate with students.
 - c. Use appropriate questioning and discussion techniques.
 - d. Engage students in learning.
 - e. Use assessment information to drive instructional decision making.
 - f. Demonstrate flexibility and responsiveness.
4. Professional Responsibilities
 - a. Reflect on teaching.
 - b. Maintain accurate records.
 - c. Communicate with families.
 - d. Participate in a professional learning community.
 - e. Grow and develop professionally.
 - f. Demonstrate professionalism in behavior and dress.

- g. Attend meetings, serve on committees, and perform such other duties and assume other responsibilities as may be assigned by the Principal or his/her designee in accordance with the labor agreement and the Board of Education.
- h. Have regular attendance and infrequent absences.

Term of Employment

- 180 Days
- FLSA Exempt
- Completion of mandated training through Global Compliance Network within first 45 days of employment without financial compensation.
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation, the Performance Evaluation Reform Act of 2010 (PERA), Senate Bill 7, and Articles 24A and 34 of the Illinois School Code.

Employee Signature

Date