

CR Teacher Job Description:

Thornton Township High Schools District 205 Credit Recovery – Teacher

The Credit Recovery Teacher promotes and supports the overall vision and mission of the district. Implements systemic quality assurance processes to ensure that students are engaged in quality learning that is fostered through quality instruction. Demonstrates the capacity to develop and maintain a high functioning professional learning community. Collaborates with the District Credit Recovery Coordinator and Administration to provide a seamless and meaningful approach to teaching and learning that fosters improved academic success for students. The Credit Recovery Teacher reports directly to the assigned Credit Recovery Coordinator and the District's Credit Recovery Administrator.

Essential Duties:

Teachers will be available between the hours of 4:30 pm and 6:30 pm for students and/or Credit Recovery administration on their assigned days.

Teachers are the on-line professional educators who provide educational support to students, communicate effectively with all stakeholders, and successfully operate and maintain the on-line class/environment for students. Teachers will have the following essential skills:

1. The ability to maintain virtual classroom discipline and successfully guide students through lesson plans.
2. The ability to use motivational skills and strategies to encourage students to learn and keep them engaged in their own completion of the class(s).
3. The ability to have strong verbal and written communication skills to instruct and educate students, evaluate work, and deliver reports to parents and administration.
4. The ability to monitor and maintain a class via Edmentum/PLATO and Google.
5. The ability to use analytical skills to evaluate student work and ongoing student progress within the confines of an on-line course; prepare lesson plans and coordinate schedules while monitoring students' skills and achievement.
6. The ability to report daily attendance and grades in Power School; in addition, log all parent and student correspondence(s) in PS.
7. Credit Recovery Courses will be created for any D205 student that is in need.
8. Applicants will be assigned to a based-on need and availability.
9. All courses in the District Course Catalog will be considered for Credit Recovery and will run based on enrollment.
10. Prior to placement in a credit recovery classroom, teachers must attend scheduled PD with the CR Administration. In addition, teachers may be required to attend additional PD sessions throughout the school year. Teachers will be compensated under the FA contract for all PD attended.

For the **Teacher** to be eligible to apply they must:

- Have a strong recommendation from current District 205 principal and/or District Administrator.
- Minimum of five years of teaching experience preferred.

- Possession of all appropriate licenses, certificates, and contracts for the 2022-2023 school year.
- Non-renewals, expiring certifications, separations will not be considered for credit recovery employment.
- Be able to use data to determine effectiveness of current process; apply best practices in data analysis; guide instructional response based on data in a blended learning environment.
- Be proficient in– Power School, EDMENTUM and Google Classroom.
- Demonstrate prior ability to effectively monitor student progress in a virtual environment.
- Develop a communication strategy and schedule to ensure students and parents are well informed of students' progress.

All teachers interested in participating in Credit Recovery are encouraged to apply.

Please note: All interested parties must apply; regardless of past employment as a Credit Recovery teacher.

Funding: Title I and IDEA