

CR Coordinator Job Description:

Thornton Township High Schools District 205 Credit Recovery – Coordinator

The Credit Recovery Coordinator promotes and supports the overall vision and mission of the district. Provides leadership and oversight to schools with the successful implementation of the credit recovery program guidelines and procedures. 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 Administrator to provide a seamless and meaningful approach to teaching and learning that fosters improved academic success for students. The Credit Recovery Coordinator reports directly to the District's Credit Recovery Administrator.

ESSENTIAL DUTIES:

- Assist the District Credit Recovery Administrator with the oversight of the daily operations and implementation of the credit recovery instructional program to ensure that all students have access to a rigorous and relevant learning experience.
- Monitors student attendance data, evaluates student progress, conducts weekly meetings/training with staff (as needed) and monitors the overall operation of the program.
- Provides leadership for implementing, monitoring, and evaluating research-based instructional practices that provide the greatest evidence of improved achievement.
- Provides leadership and oversight to the ongoing analysis and interpretation of student performance data to improve the quality of classroom instruction and student achievement.
- Works cross-functionally with internal stakeholders to ensure smooth operation of program execution: communications with staff, students, and parents.
- Models and requires that all staff engage in practices that promote high performance, ethical behavior, collegiality, and teamwork. Will model high expectations for students. Creates and sustains a positive learning environment for students and staff.
- Responds to inquiries/complaints from parents and the community in a timely and professional manner and forwards all information gathered to the District's Credit Recovery Administrator.
- Demonstrates skill in written and oral communication, planning and organizing.

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

- Have a strong recommendation from current District 205 principal and/or District Administrator.
- Type 75 endorsement from the state of Illinois and/or offer proof of enrollment in a program to meet above said endorsement preferred.
- Minimum of five years of teaching experience preferred.
- Possession of all appropriate licenses, certificates, and contracts for the 2024-2025 school year.
- Non-renewals, expiring certifications, separations will not be considered for credit recovery employment.
- Three or more years successful experience working with the instructional program in a lead teacher, administrative or supervisory capacity preferred.

- 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 and/or learning management and content management systems – Power School.
- Demonstrate ability to effectively monitor student progress in a virtual environment – EDMENTUM and Google Classroom.
- Develop a communication strategy and schedule to ensure students and parents are well informed of students' progress.

Education Requirements:

- Master's Degree or Higher Preferred

Funding: Title I and IDEA, \$40 per hour