JOB DESCRIPTION

TEACHER
EXTENDED SCHOOL YEAR / SPECIALIZED STUDENT SERVICES

JOB DESCRIPTION CREATION / REVISION DATE: 2/14/18

POSITION TITLE: Teacher

DEPARTMENT: Extended School Year / Specialized Student Services

REPORTS TO: Extended School Year Administrator

SUPERVISES: N/A

POSITION GOAL(S):

To plan a program of study that follows district guidelines, and whenever possible, meets the individual needs, interests, and abilities of students. Create an environment conducive to learning, motivating students through effective communication and evaluative feedback.

JOB DUTIES / ACCOUNTABILITIES:

1. Implements researched-based teaching strategies that engage all students; acknowledging a range of abilities of students and cultural backgrounds.
2. Displays a thorough knowledge of curriculum and subject matter.
3. Plans for and guides the learning process toward the mastery of curriculum goals, and establishes objectives for all lessons, units, and projects that are clearly communicated to students.
4. Implements school improvement plans and strategies.
5. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
6. As appropriate, implements assessments of student progress and communicates progress to students and parents.
7. Sets high expectations for student achievement and behavior, motivates students to work to their highest potential.
8. Assists in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.
9. Works cooperatively with building principal and/or director in assessing his/her teaching strengths and weaknesses, planning and implementing a program to improve his/her teaching competencies.
10. Participates on curriculum, personnel, policy or professional development committees related to the educational program.
11. Maintains accurate and complete records as required by law and district policy.
12. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
13. Performs other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Knowledge of common core standards.
2. Knowledge of instructional and resource programs for students with special education eligibilities.
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EDUCATION:
1. Illinois Professional Educator’s License with LBS1 endorsement.
2. Bachelor’s degree in related subject from accredited university
3. Previous experience in Special Education (preferred).

PHYSICAL DEMANDS:
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push objects or materials up to 30 lbs. with proper technique.
3. Occasional stooping, bending, and reaching.

TERMS OF EMPLOYMENT:
This is a Temporary position. Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of employees.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________