SCHOOL DISTRICT U-46

JOB DESCRIPTION GENERAL
BUSINESS TEACHER

HIGH SCHOOL SUMMER SCHOOL
(SUMMER 2020 ONLY)

JOB DESCRIPTION REVISION DATE: 03/15/2020

DEPARTMENT / SCHOOL: Secondary Curriculum

REPORTS TO: Summer School Administrator

SUPERVISES: N/A

POSITION GOAL: General Business Instructor: To deliver instruction that engages students in integrated content learning and technical skill development needed for post-secondary and career success as well as Professional Certifications.

ESSENTIAL FUNCTIONS, KNOWLEDGE AND CRITICAL SKILLS:
1. Plans a program of study that follows district guidelines and, as much as possible, meets the individual needs, interests and abilities of students.
2. Implements researched-based teaching strategies that engage all students; acknowledging a range of abilities of students and cultural backgrounds.
3. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
4. Displays a thorough knowledge of curriculum and subject matter.
5. Plans for and guides the learning process toward the mastery of curriculum goals, and establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.
6. Utilizes instruction technology and electronic resources to develop student centered learning opportunities.
7. Integrates technical, literacy, math and science skill development to provide relevant. STEM learning opportunities for all students.
8. 2000 hours related work experience preferred.
9. Implements school improvement plans and strategies.
10. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
11. As appropriate, implements assessments of student progress and communicates progress to students and parents.
12. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
14. Assists in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.
15. Work cooperatively with building principal and/or director in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.
16. Participate on curriculum, personnel, policy or professional development committees related to the educational program.
17. Maintains accurate, complete, and correct records as required by law and district policy.
18. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
19. Participation in co-curricular student organizations/competitions.
20. Performs other duties as assigned by the principal, or other administrative staff.
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EXPERIENCE AND EDUCATION:
2. Illinois teaching certificate.
3. Related work experience preferred.
4. Teaching experience is preferred but not necessary for hiring.

ENVIRONMENTAL CONDITIONS:
1. Must work in noisy and crowded environments.
2. Indoors in a busy school environment
3. Frequently work at a fast pace with unscheduled interruptions.
4. May be required to leave main work site to attend meetings.
5. Public contact requiring appropriate business-like apparel.

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

ADA:
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:
This is a temporary position. Salary and benefits as established by the Board of Education.
South Elgin High School
Monday – Thursday 7:30 – 1:30 PM
Session 1: June 8 – June 29
Session 2: July 30 – July 21
Two Days of Professional Development may be required

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ____________________________ Date: ____________

Supervisor Signature: ____________________________ Date: ____________