

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE: District Gifted, Literacy, Math
& Instructional Technology Specialists -
Building Literacy & Math Specialists

CLASSIFICATION:



GEEA:

APPROVED BY: _____

DATE: _____

DISTRICT 41 EXPECTATIONS

All District 41 employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Teachers employed by the Board to teach in District 41 schools are subject to applicable state and federal laws and regulations, the policies and procedures of the Board of Education and the collective bargaining agreement applicable to the teacher. All aforementioned information and this job description may be amended or modified from time-to-time.

GENERAL RESPONSIBILITIES (From Evaluation Plan)

Planning and Preparation

1. Demonstrating knowledge of current trends in specialty area and professional development
2. Demonstrating knowledge of the school's program for planning purposes
3. Establishing goals for the instructional support appropriate to the setting and the teachers served
4. Demonstrating knowledge of resources, both within and beyond the school and district
5. Planning instructional support, integrated with the overall school program
6. Developing a plan to evaluate the instructional support program

The Environment

1. Creating an environment of trust and respect
2. Establishing a culture for ongoing instructional improvement
3. Establishing clear procedures for teachers to gain access to instructional support
4. Establishing and maintaining norms of behavior for professional interactions
5. Organizing physical space for workshops or training, including use of training equipment, arrangement of furniture for visual access, traffic flow, and match between the physical arrangement and workshop activities

Delivery of Service

1. Collaborating with teachers in the design of instructional units and lessons
2. Engaging teachers in learning new instructional skills
3. Sharing expertise with staff
4. Locating resources for teachers to support instructional improvement
5. Demonstrating flexibility and responsiveness

PROFESSIONAL RESPONSIBILITIES

1. Reflecting on practice
2. Preparing and submitting materials, budgets and reports
3. Coordinating work with other instructional specialists
4. Participating in a professional community
5. Engaging in professional development
6. Showing professionalism including integrity and confidentiality

EDUCATION AND CREDENTIALING

- Bachelors' Degree
- All teachers must hold a valid Illinois Certification, and meet all state and federal requirements, applicable to their assignment.

REPORTS TO AND EVALUATED BY: Certified Administrator

Performance evaluation will occur in accordance with District 41 evaluation processes and procedures. By September 15 each year staff members will be notified of their assigned evaluator.

WORK YEAR

- As designated by the current GEEA Teachers' Agreement

<u>PHYSICAL ABILITY JOB REQUIREMENTS</u>	Not Applicable	Desirable	Essential
(SUBJECT TO THE REASONABLE ACCOMMODATION REQUIREMENTS OF STATE AND FEDERAL LAW)			
Walking or standing			X
Seeing			X
Hearing			X
Lifting/carrying objects weighing 5-20 lbs.		X	
Lifting/carrying objects weighing over 20 lbs.	X		
Pushing/pulling carts and dollies	X		
Climbing ladders and scaffolding	X		
Regularly working at assigned site(s)			X
Driving a car, van or truck on public roads or highways		X	
Proofreading and checking documents for accuracy			X
Using a keyboard to enter, retrieve or transform data			X
Dealing with employees, students and/or parents in high-stress situations			X
Conducting performance reviews with employees who report to you	X		
Disciplining and when necessary, discharging employees	X		
Working in an area that is very unpleasant due to circumstances beyond District 41's control		X	
Operating heavy equipment and/or performing other very hazardous duties	X		
Looking at computer screen/reading data on PC			X

By signing this, I affirm that I have received and read this document.

Employee Signature

Date