

# K-3 Literacy Leader

## ***QUALIFICATIONS:***

### **Certification:**

- Appropriate State of Illinois Professional Educator License – Self-Contained Elementary – K-9 – Reading Teacher or Reading Teacher Specialist Endorsement Required
- Complete Reading Recovery Training and Comprehensive Intervention Model (CIM) Training)
- Bachelor of Science or Bachelor of Arts Degree
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

## ***REPORTS TO:***

**Direct Supervisor:** Building Principal

## ***VISION:***

The teacher creates a positive learning environment to facilitate the intellectual, personal and social development of all students. In order to respond to the individual needs and abilities of students, the teacher works collaboratively with all educators. The teacher uses data to determine learning priorities, monitor progress and assess instruction and student achievement. The teacher addresses the needs of students not achieving. As a result, the school makes continuous improvement toward achievement of state and district expectations.

## ***JOB GOALS:***

1. All students meet or exceed state expectations for learning as assessed by Illinois Standards Achievement Test.
2. All students meet or exceed district expectations as assessed by local measures.

## ***RESPONSIBILITIES:***

- **Planning and Preparation**
  - Demonstrates knowledge of content and pedagogy
  - Demonstrates knowledge of students and plans instruction for individual students' needs
  - Sets instructional outcomes as goals that can be assessed
  - Demonstrates knowledge of resources

- Designs coherent instruction and differentiates with appropriate resources, groups and structure
- Designs student assessments that are aligned with the instructional outcomes
- **The Classroom Environment**
  - Creates an environment of respect and rapport
  - Establishes a culture for learning
  - Manages classroom procedures
  - Manages student behavior by setting clear standards of conduct
  - Establishes a safe classroom that ensures the learning of all students
- **Instruction**
  - Communication with students is appropriate and expectations for the learning of content are clearly communicated
  - Uses questions that reflect high expectations
  - Engages students in their learning
  - Uses assessment to guide instruction
  - Demonstrates flexibility and responsiveness and makes adjustment as needed to instruction
- **Professional Responsibilities**
  - Uses reflection to improve instruction
  - Maintains accurate records
  - Communicates with families frequently and tries to engage families in the instructional program
  - Participates in professional organizations and is involved in school and district events
  - Actively pursues professional development opportunities
  - Displays a high level of ethics and professionalism in dealing with students and colleagues
  - Adheres to district sick leave and personal leave policies and is punctual to job assignments and meetings

## ***TERMS OF EMPLOYMENT:***

### **Work Day:**

Standard Work Day per Contract

### **Work Year:**

Standard Work Year per Contract

### **Bargaining Unit:**

Bargaining Unit

### **Salary and Benefits:**

Per Contract

## ***EVALUATION:***

Per Contract