

Position Description

Title:	Teacher
Qualifications:	As set by state certification authorities.
Reports To:	Principal/Assistant Principal
Supervises:	Teacher Assistants, Volunteers, Para-professionals, and college students assigned for clinical experience.
Job Goal:	To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
3. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
4. Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.
5. Assists in upholding and enforcing school rules, administrative regulations, and Board policies.
6. Shows concern for physical well-being and wholesome mental attitudes of pupils.
7. Accepts the responsibility for the conduct and behavior of pupils whenever the students are under the school's jurisdiction.
8. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
9. Attends staff meetings, accepts committee appointments and the responsibility for working with other staff members on projects concerned with the improvement of the total school program.
10. Assists in the selection of books, equipment, and other instructional materials.
11. Insures that instructional materials are utilized effectively for learning purposes.
12. Accepts a share of responsibility for co-curricular activities as assigned.

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13. Works to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
14. Cooperates with agencies toward the development of friendly and intelligent school-community relations.
15. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
16. Recognizes and makes provisions for meeting individual differences among students.
17. Demonstrates adequate knowledge and competency in his/her teaching field.
18. Uses a variety of educational tools to effectively evaluate strengths and weaknesses of classes, small groups, and individuals.
19. Performs duties necessary to the position as assigned by the principal and/or assistant principal.

Position Description

Title:	Counselor
Qualifications:	As set by state certification authorities.
Reports To:	Principal/Assistant principal
Supervises:	Teacher Assistants, Volunteers, Para-professionals, and college students assigned for clinical experience.
Job Goal:	To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

PERFORMANCE RESPONSIBILITIES:

1. Provides a constant support system to the student in order to help each student achieve a successful emotional, social and educational adjustment.
2. Eases the transition from elementary to junior high and from junior high to high school by providing support and orientation for each student.
3. Provides personal counseling for students.
4. Makes referrals if the student is in need of specialized services.
5. Acts as a monitor of the students' overall academic success and to make such changes or interventions as necessary to help students receive a good education.
6. Acts as a liaison among teachers, administrators, parents and students by providing information and formulating problem-solving alternatives when the need arises.
7. Provides vocational guidance for making appropriate choices in course selection and preparation for post high school alternatives.
8. Meets with personnel from Special Services to discuss placement of special-needs students.
9. Confers with teachers concerning students.
10. Schedules and participates in staffings and conferences as requested by parents, teachers, students, or counselors.
11. Facilitates communication between teachers and parents by asking for academic and disciplinary reports, arranging conferences, and getting information to and from teachers.
12. Keeps cumulative records, personal histories, grades, test results and other pertinent records.

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Counselor

13. Refers students to other agencies or departments, i.e., speech, reading, psychological services and social work.
14. Registers, schedules, and provides orientation for all new students as they enroll throughout the year.
15. Conducts group sessions when deemed appropriate.
16. Identifies potential school drop-outs and counsels them appropriately.
17. Provides job information to the students as it becomes available.
18. Conducts professional consultations with colleagues from other specialized services.
19. Performs all duties necessary to the position as assigned by the principal and/or assistant principal.

Position Description

Title:	IMC Specialist/Technologist
Qualifications:	As set by state certification authorities
Reports To:	Principal/Assistant Principal
Supervises:	Teacher Assistants, Volunteers, Para-professionals, and college students assigned for clinical experience.
Job Goal:	To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

PERFORMANCE RESPONSIBILITIES:

1. Implements the performance of job responsibilities and the district's philosophy of education and instructional goals and objectives.
2. Adheres to the published policies and procedures of the district.
3. Works cooperatively with all school personnel to obtain resources for classroom assignments.
4. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
5. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
6. Assists the administration in implementing policies and rules governing student life and conduct; and maintains order in area(s) supervised.
7. Makes provisions for being available to students and parents for education-related purposes.
8. Attends staff meetings and serves on committees.
9. Meets accepted standards of professional behavior.
10. Organizes and supervises library for maximum usage by students and staff.
11. Develops an atmosphere of learning that encourages students and teachers to make optimum use of the resources in the library media center.
12. Selects materials, with the assistance of the teachers and the Director of the IMC, based on curriculum, teaching strategies, and student interests.
13. Maintains, circulates and inventories all books, AV materials, resources, AV equipment and rental films.

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IMC Specialist/Technologist

14. Promotes school-wide utilization of library media facilities, resources, and services.
15. Informs users of library media center materials and the availability and utilization of local and district learning resources.
16. Works cooperatively with classroom teachers to help students to develop habits of independent reference work and to develop skill in the use of materials in relation to planned assignments.
17. Supervises media secretaries, aides, and student assistants.
18. Circulates in the IMC and provides individual assistance as needed.
19. Orients new faculty and students to IMC.
 - a. Location of AV materials.
 - b. Circulation procedures.
 - c. Procedure for attending library.
 - d. Appropriate study hall behavior.
20. Supervises all study hall students who attend the IMC.
21. Performs duties necessary to the position as assigned by the Building Principal and/or assistant principal.

Position Description

- Title:** School Psychologist
- Qualifications:** 1. Master's Degree in Psychology
2. Holder of Type 73 School Service Personnel Certificate
(requires one year internship)
- Reports To:** Director of Special Education
- Supervises:** Intern Psychologists
- Job Goal:** To provide comprehensive school psychological services to parents, teachers, children and administrators in the Unit 5 school district.

PERFORMANCE RESPONSIBILITIES:

1. Provide individualized child study in the areas of intellectual ability, educational achievement and social/emotional adjustment.
2. Provide recommendations to school personnel for educational remediation, special class eligibility determination, and behavioral intervention.
3. The school psychologist shall assist students directly toward adjustment to school.
4. Conducts individual, group or facilitative therapy for students whose diagnosed problem would benefit from behavior modification.
5. Participates in case conferences when referred students are involved, or as requested.
6. Attend multi-disciplinary staff conferences.
7. Provide follow-up of student progress and home/school adjustment.
8. Provide consultation services to parents, teachers, school personnel and community agencies.
9. Participates in in-service training for Unit 5 staff members.
10. Supervise training of school psychologist interns in Unit 5 School District.
11. Keeps informed of new developments in the field.
12. The school psychologist will participate with the administrative team regarding general Principal, Department Head, and district meetings.
13. Perform all duties necessary to the position and such other duties as may be fixed by the Director of Special Education.

Position Description

Title: School Social Worker

Qualifications:

1. Master's Degree in Social Work
2. A Type 73 School Service Personnel Certificate
3. Be registered as a Certified Social Worker
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Director of Special Education

Supervises: Intern Psychologists

Job Goal: To help students achieve maximal social and emotional functioning by serving those children whose social, emotional, and/or behavioral problems interfere greatly with their ability to profit from school experience.

PERFORMANCE RESPONSIBILITIES:

1. The school social worker shall provide consultation and in-service training to school personnel.
2. The school social worker shall be responsible for providing the social-developmental study in a case study evaluation and for participating in the identification of those children who require social work intervention.
3. The school social worker shall assist student directly toward adjustment to school.
4. The school social worker shall be responsible for serving as a liaison between the home and the school, and for providing parental education and counseling as appropriate in relation to the child's problem.
5. The school social worker shall facilitate the effective utilization of existing community resources to meet the needs of school children.
6. The school social worker shall keep informed of new developments in the field.
7. The school social worker shall participate in case conferences when referred students are involved, or as requested.
8. The school social worker shall attend multi-disciplinary staff conferences.
9. Supervise training of school social worker interns in Unit #5 School District.
10. The school social worker will participate with the administrative team regarding general principal, department head and district meetings.
11. Coordinate developmental screening for 3 and 4 year-old children in Unit #5 School District.
12. The school social worker shall perform all duties necessary to the position and such other duties as may be fixed by the Director of Special Education.

Position Description

- Title:** Nurse
- Qualifications:** 1. Valid state license to practice as a school health nurse.
2. Two years of experience in public health nursing, preferably in a school district.
- Reports To:** Home Base Building Principal
- Job Goal:** To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

PERFORMANCE RESPONSIBILITIES:

1. Conducts school health service, including tests for hearing and vision.
2. Assumes responsibility for referral of students in need of medical and dental care.
3. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
4. Works cooperatively with the building administrators in maintaining up-to-date cumulative health records on all students.
5. Observes students on a regular basis to detect health needs.
6. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
7. Visits student homes when necessary.
8. Prepares and submits reports for the Superintendent and the State Board of Health.
9. Works cooperatively with the McLean County Health Department in providing health services to the students of Unit 5.
10. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
11. Advises teachers on health matters, particularly regarding screening for student health defects.
12. Performs duties necessary to the position as assigned by the Building Principal and/or Superintendent.