

LEARNING CENTER TEACHER

QUALIFICATIONS:	Appropriate Illinois Certification (Standard Teaching Certificate) Bachelor of Science or Arts Degree
REPORTS TO:	Building Principal
JOB GOAL:	Provide leadership for school-based staff development, coordination of Learning Center resources, coordination of the technology curriculum, advocate for technology and reading, and provide building tech support.

PERFORMANCE RESPONSIBILITIES

Support classroom improvement/teaching by:

- Collaborating with teachers to promote engaged learning
- Allocating time within the work day for personal and co-planning
- Promoting mentoring opportunities among staff
- Assisting in the allocation of curriculum resources
- Assisting teachers in the use of tools and strategies to measure student achievement
- Facilitating the integration of technology to improve teaching and learning

Support student improvement/learning in collaboration with teachers by:

- Assisting students in engaged learning activities
- Assisting students to meet curriculum standards (SAI)
- Assisting students in collecting data to document progress in meeting curriculum standards
- Assisting students in obtaining curricular resources
- Facilitating student mentoring
- Assisting students with technology skills

Support school/district improvements by:

- Contributing to school and district continuous improvement efforts
- Serving as a member of the School Instructional Leadership Team
- Supervising Learning Center personnel
- Facilitating Learning Center schedule
- Managing and maintaining learning center resources (hardware, software, print, non-print)
- Preparing and monitoring the learning center budget
- Serving as technical liaison between the school and the Tech Center
- Gathering feedback to evaluate the effectiveness of the learning center program and services
- Engaging in personal development and mentoring with other learning center teachers

TERMS OF EMPLOYMENT: 180 days with extended days at 1/180th rate up to 200 days. Salary and benefits commensurate with contractual commitments.

EVALUATION: Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.

11/26/02

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