

PROFESSIONAL DEVELOPMENT SCHOOL LIAISON

- QUALIFICATIONS:**
- Standard Elementary Teaching Certificate
 - Evidences of Professional Development and Best Teaching Practices
 - Evaluation/Supervision qualifications preferred
 - Masters Degree preferred.

REPORTS TO: Director of Human Resources

JOB GOAL: To serve as a liaison between District 108 and Illinois State University, College of Education, Curriculum & Instruction Department in the Professional Development School Partnership.

PERFORMANCE RESPONSIBILITIES:

- Represents the district in its relationship with Illinois State University in a professional and effective manner.
- Facilitates meaningful communication between Illinois State University, the district, school administrators, mentor teachers, Illinois State University interns and their parents.
- Analyzes, interprets and communicates the program's goals, objectives, outcomes and needs to the appropriate district and university personnel.
- Provides input to district administration, certified staff and university representatives regarding the development and establishment of the Professional Development School Partnership.
- Assists in the establishment and implementation of the Professional Development School Partnership's goals and objectives.
- Integrates the utilization of technology in all components of the Professional Development School Partnership.
- Implements the Professional Development School Partnership within the established parameters and guidelines as determined by the district and university.
- Creates and publishes printed guidelines and handbooks for the Professional Development School Partnership.
- Conducts on-going evaluations of the program's impact and makes recommendations for improvement regarding new or revised best practices and protocols of the Professional Development School program.
- Assists in the research and development of best teaching practices for district, student interns and university staff.
- Assists in the creation and development of special curriculum materials for student interns and district mentors.
- Analyzes, prepares and recommends program budget allocations.
- Provides support and training for mentor teachers and interns.
- Facilitates course work for undergraduates.
- Consults with other university/college student teacher supervisors.
- Participates in the Holmes Partnership and other national PDS organizations
- Coordinates the operation of the Professional Development School Partnership in the district.

11/26/02

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- Coordinates the placement of all student interns with district mentors.
- Coordinates the selection of district mentors collaborating in the Professional Development School Partnership.
- Supervises Illinois State University student interns through all phases of their yearlong internship.
- Serves as advisor and counselor to the Illinois State University student interns and their district mentor teachers.
- Evaluates student interns' performance in collaboration with members of the Professional Development School faculty.
- Collects and submits appropriate reports to the district and university.
- Visits, on a regular basis, all Illinois State University student interns at their designated location within the district.
- Plans, organizes and implements in-service training programs for Illinois State University interns and their district mentors.
- Provides district orientation and consultation for incoming Illinois State University student interns and district mentors.
- Facilitates end-of-year activities for incoming Illinois State University student interns and district mentors.

TERMS OF EMPLOYMENT

Up to 200 days. Bargaining Unit position. Salary and benefits commensurate with contractual commitments.

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