

MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT NO. 223
JOB DESCRIPTION

Position Title: Teacher on Special Assignment - AI Specialist

Reports to: Superintendent

Mission Statement of District: To instruct and assist students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

Qualifications:

1. Valid and properly registered Professional Educator License, issued by the Illinois State Educator Preparation and Licensure Board.
2. Minimum of five years of successful teaching experience.
3. Demonstrated proficiency in artificial intelligence platforms, Large Language Models (LLMs), and workflow automation tools.
4. Experience in researched-based instructional practices.
5. Desire to continue career improvement.
6. Evidence of physical fitness and freedom from communicable disease.
7. Successful completion of criminal background check.
8. PREFERRED: Previous experience in technology integration, curriculum leadership, or systems automation.

Required Knowledge, Skills, and Abilities:

- Possess effective oral and written communication skills
- Able to comprehend and follow written and verbal instructions
- Physically and emotionally able to perform job responsibilities
- Skilled in the use of office computer equipment, related software applications, and other standard office machines
- Specific proficiency in identifying and configuring AI-driven automation tools to streamline administrative workflows
- Able to gather data, compile information, prepare reports and use to improve performance
- Able to make procedural decisions and judgments
- Able to work effectively with a wide range of constituencies in a diverse community
- Able to perform multiple concurrent tasks
- Able to set and establish methods for achieving goals
- Knowledge in content area and accompanying pedagogy
- Knowledge of resources available to best support personal and student growth

Responsibilities and Duties:

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- Workflow Optimization & Administrative Reduction:
 - Identify, build, and implement automated tools and AI-driven workflows that remove administrative burdens for teachers.
 - Analyze current district and classroom operational procedures to locate inefficiencies that can be solved through AI automation.
- District AI Strategy & Governance:
 - Develop and maintain a comprehensive Artificial Intelligence Guide for the District.
 - Advise purchase and utilization of AI software and intervention resources.
 - Research and provide content knowledge and resources to staff about current developments in artificial intelligence.
- Student Instruction & Ethics:
 - Teach students how to effectively and ethically use AI to enhance their learning.
 - Engage students in critical learning regarding the societal impacts and moral implications of artificial intelligence.
 - Support teachers in their efforts to ask effective and appropriate questions to deepen student learning through AI interaction.
- Instructional Support:
 - Support MCUSD 223's efforts to align AI technologies with K-12 curricula.
 - Design coherent instruction by coordinating knowledge of content, students, and resources.
 - Provide guidance, training, coaching, and on-going support for teachers with the goal of expanding proficiency in AI tools.
 - Actively engage in district, building, and team-level committees and participate in district/building initiatives.
- Professional Responsibilities:
 - Implement the District's philosophy of education and instructional goals and objectives.
 - Protect confidentiality of records and information gained as part of exercising professional duties in accordance with the law and Board policies.
 - Report suspected child abuse/neglect cases as required by statute and board policy.
 - Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
 - Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
 - Demonstrate self-management and coordination skills and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program.
 - Use effective presentation skills, including appropriate vocabulary and examples, clear

- and legible visuals, and articulate and audible speech.
- Continue to grow professionally through collaboration with colleagues and professional growth experiences.
 - Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
 - Complete the required professional learning to keep licensure current.
 - Participate cooperatively with the Superintendent to develop the method by which the teacher will be evaluated in conformance with guidelines.
 - Be knowledgeable of and adhere to contractual obligations and the law and regulations, including but not limited to, the Illinois School Code, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures.
 - Perform other duties as assigned.

Physical Demands and Work Environment: The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to manipulate, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up 40 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Other physical demands of the position include: regular bending, squatting, kneeling, twisting/turning/balancing, reaching above shoulder/outward, and typing/keyboarding.

In the work environment, the employee is regularly exposed to video display and regularly works in typical interior/office environmental conditions. The employee works as designated through a collective bargaining agreement. The noise level in the work environment is usually moderate.

Term of Employment: As designated through collective bargaining agreement + 5 days

FLSA Status: Exempt

Evaluation: As designated through collective bargaining agreement and Teacher Evaluation Plan
The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual assigned to this position. They are not an exhaustive list

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of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Job functions are subject to modification.

Non-Discrimination Statement: Meridian Community Unit School District No. 223 is an equal opportunity employer. The District does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

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