

Office of Special Services

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Date: January 13, 2014

To: Personnel Committee, Harvey School District 152

From: Dr. Jones, Director of Special Services, Harvey School District 152

Re: Request approval of:

1. Job Description for Head Teacher position
2. Stipend for CLASS Head Teacher position

On December 17, 2013, the Superintendent and I met with HEA representatives pertaining to the Head Teacher position at the CLASS program. Agreed upon stipend amount between the HEA and HSD 152 is \$7200.00 per year. Attached to this correspondence is the job description for the Head Teacher position, which details additional responsibilities of this position. Please review and approve the job description and stipend in the amount of \$7200.00. Thank you for your consideration and attention to this request.

Dr. Denean Adams, Superintendent, HSD 152

Dr. Nohelty, Assistant Superintendent of Business Operations & Human Relations, HSD 152

**HARVEY SCHOOL DISTRICT 152
JOB DESCRIPTION**

TITLE: Head Teacher

LOCATION: C.L.A.S.S. (Comprehensive Learning Alternative ServiceS) Program

SELECTION: Appointed by the Board after consideration of the recommendation of the Superintendent.

QUALIFICATIONS:

1. Master degree in Educational Leadership (Type 75) or related educational field from an accredited educational institution.
2. Certification in Special Education or related field.
3. Minimum of five (5) years successful experience in school setting, preferably in an alternative education program; working with students with behavior disorders requiring behavioral interventions.

Health examination for new employee part-time or full time:

1. Chapter 122 Article 24-5 of the Illinois School code mandates that School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.
2. Prior to employment, all personnel must have a physical examination.

JOB GOAL: To assist the district substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible alternative educational program.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current trends and research in alternative education programs
- Knowledge of and ability to use student database systems.
- Knowledge of federal, state and local policies, procedures, rules, regulations and laws related to assignment.
- Ability to organize, communicate, plan and disseminate information and interpretations related to alternative education.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.

SUPERVISES: All staff assigned to the C.L.A.S.S. Program

PERFORMANCE RESPONSIBILITIES:

- a. Serve as the teacher providing academic instruction to students enrolled with the CLASS program. Provide the leadership and vision necessary to design, develop, implement and evaluate a comprehensive program of instructional and support services for students with special needs and/or students with alternative learning needs. Supervise the operation and management of all activities and functions at the C.L.A.S.S Program. Develop positive

school/community relations and act as liaison between the Program and local schools within the district.

- b. Serve as building-level instructional leader for the Harvey School District 152 alternative education program known as CLASS.
- c. Develop and provide implementation assistance for model alternative programs.
- d. Serve as District liaison for out-of-district placement programs by providing technical assistance and monitoring student and program progress.
- e. Project needs of the District for placement of at-risk students in alternative programs and initiate development of programs to meet their needs.
- f. Access, analyze, interpret and use data in decision making. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
- g. Supervise the orderly movement and safety of transportation services.
- h. Manage and supervise the school's financial resources including the preparation and disbursement of the school's budgets and internal accounts.
- i. Establish and manage accurate student accounting and attendance procedures.
- j. Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
- k. Communicate, through proper channels, to keep the appropriate school officials informed of pending problems or events of an unusual nature.
- l. Direct the establishment of adequate property inventory records and ensure the security of building property.
- m. Implement the School Board policies, state statutes, federal regulations and company policies as they pertain to the assigned school.
- n. Supervise the preparation and maintenance of accurate and timely reports and records. Provide a safe, positive and creative environment for optimum growth and development of all stakeholders.
- o. Works cooperatively with others and accepts direction from supervisor(s).
- p. Adhere to District 152 Student Discipline Policies.
- q. Establish and maintain databases/lists of students, faculty, and status of students.
- r. Keep confidential files for student records.
- s. Distributes mail; handle phone calls; maintain inventory of supplies for C.L.A.S.S. Program and faculty. Supervise maintenance of departmental equipment and offices.
- t. Participates in meetings, computer training, and professional development opportunities to gain necessary knowledge of new systems and better serve the mission of the C.L.A.S.S. Program.
- u. Perform responsibilities which assist the C.L.A.S.S. Program in maintaining its vision and mission.
- v. Works in concert with faculty from all district schools for the overall development of individual success rates for C.L.A.S.S. students.
- w. Evaluate staff and make recommendations relative to their strengths and weaknesses.
- x. Create a standard of excellence for C.L.A.S.S. and employees.

TERMS OF EMPLOYMENT:

Stipend shall be established by the Board of Education after consideration of the recommendation of the Superintendent. Employee will work the same period as the certified teacher.

REPORTS TO: Director of Special Services

SUBMITTED TO THE BOARD OF EDUCATION ON January xx, 2014

DRAFT