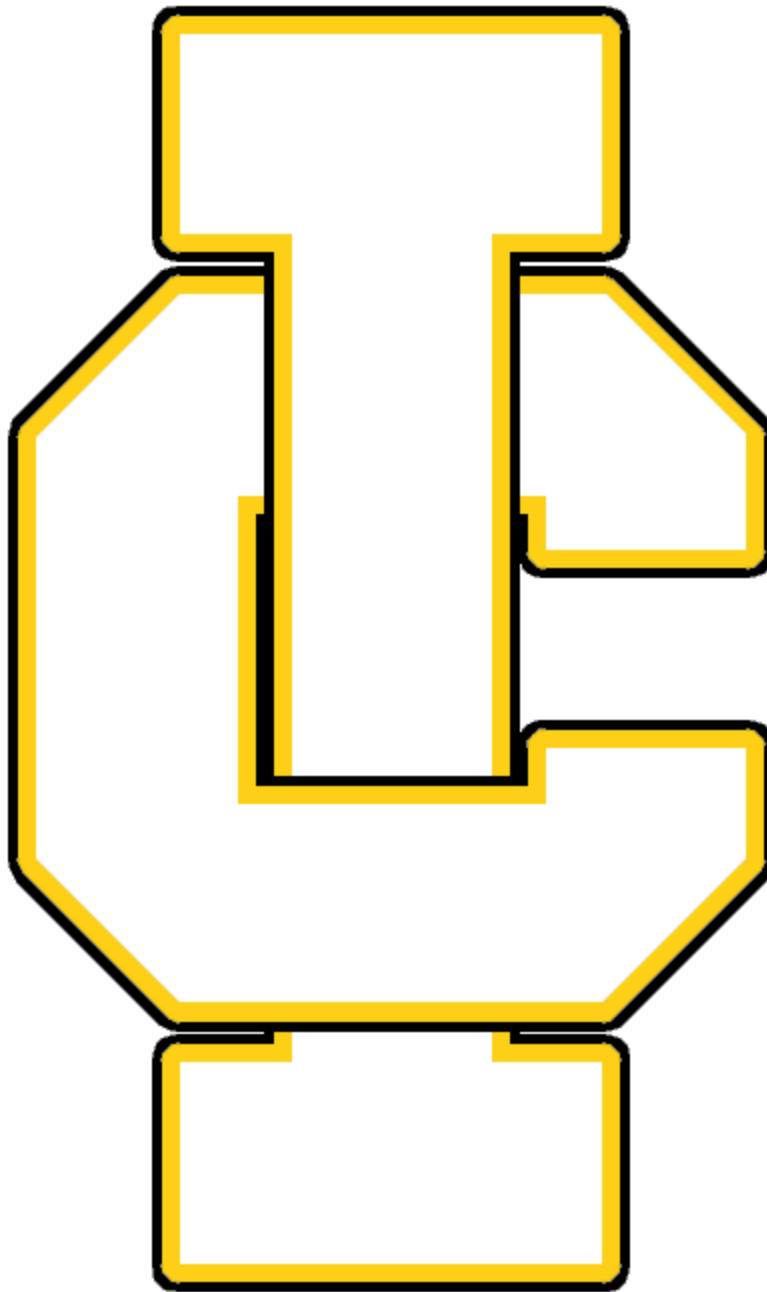




**2026-2027**  
**Illini Central CUSD #189**  
**Job Descriptions**

## **Illini Central CUSD 189 Job Descriptions:**

### ***Administration***

District Superintendent  
Building Level Principal  
Special Education Coordinator

### ***District Directors***

Bookkeeper  
Director of Food Services  
Director of Maintenance  
Director Transportation  
Director of Technology  
Activities Director

### ***Certificated Staff Member***

Assistant Principal/Dean of Students  
Building Level Teacher  
Instructional Coach  
Technology Integration Teacher  
Creativity, Invention, and Collaboration Teacher  
Middle/High School Counselor  
Grade School Counselor  
District Psychologist  
District Social Worker  
Mentoring Coordinator

### ***Educational Support Personnel***

District Nurse  
Pre-K Parent Educator  
Postsecondary Planning and Success Coordinator  
Paraprofessional  
District Administrative Assistant  
Building Administrative Assistant  
Campus Monitor  
Counseling and Extracurricular Administrative Assistant  
Food Service Worker  
Bus Driver  
Bus Monitor  
Custodian  
General Maintenance Worker

# **Administration**

## **Title: District Superintendent**

**Job Goal:** To provide district wide leadership in developing, achieving, and maintaining the educational programs and services; to administer and supervise all activities of the school district as per Illini Central Board of Education Policy.

### **Qualifications:**

1. Superintendent shall hold a master's degree from a regionally accredited institution of higher education.
2. Superintendent shall have completed an Illinois program approved for the preparation of Superintendents.
3. Superintendent shall have at least two years administrative or supervisory experience in schools, on at least a half-time basis, on a general supervisory, general administrative, or all-grade supervisory endorsement on an administrative certificate, or a comparable out-of-state credential.
4. Superintendent shall have passed the required content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.

Report to: Illini Central Community Unit School District Board of Education

### **Contract Related Items**

Work Schedule: 12 month position (260 days)

Compensation: Salary and benefits will be determined by the Illini Central Board of Education based on the written contract. Salary and benefits will be approved prior to July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days, twenty (20) Vacation Days, and three (3) Personal Days.

Evaluation: The Superintendent will meet with the Board of Education Administrative Review Committee in July to determine Performance Goals for the upcoming school year.

The Superintendent will present the Performance Goals and associated tasks to the full Board at the August Board of Education meeting.

The Superintendent will meet with the Board of Education Administrative Review Committee again in December to go over Superintendent's Self-Assessment.

The Board as a Whole will meet in January to discuss the Superintendent's Evaluation – Each Board member will review Superintendent Evaluation form and mail back to Board Secretary

Review with the Superintendent of the Formal Evaluation in accordance with Board Policy 3:40, will take place in February.

**PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DISTRICT SUPERINTENDENT:**

1. Attends all meetings of the Board of Education, except when his/her own appointment, evaluation, contract or salary is being considered. Serves as an ex-officio member of all board committees.
2. Conducts a periodic audit of the total school program and advises the Board on recommendations for the education advancement of the schools.
3. Directs the preparation of the annual budget and all associated tasks therein showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year. Submits the estimate to the Board of Education in accordance with all legal requirements and adopted Board policy.
4. Formulates school goals, objectives, policies, plans and programs, and prepares and presents facts and explanation if necessary to assist the Board of Education in its duty of adopting policy for the school district.
5. Assists the School Board in developing long-range plans and implement school district goals and objectives in accordance with board policy.
6. Recommends for appointment or employment all employees of the Board of Education and assigns, transfers, and recommends for dismissal or demotion any and all employees of the Board.
7. Maintains, directly or through delegation, personnel records, students records, business and budget records and any other records which are required by law and by School Board policy.
8. Represents the School district in dealing with other school systems, social institutions, business firms, government agencies and the general public. Also, keeps the public informed as to school activities, modern educational trends and practices and the needs and successes of the School District.
9. Recommends to the School Board the follow:
  - a. New construction or demolition of district facilities.
  - b. Remodeling or renovation of facilities.
  - c. Sales of all property no longer required by the School Board.Also, supervision, or the assignment of supervision, of these projects is required.
10. Delegates responsibilities to the staff according to the performance responsibilities found in their job descriptions and coordinates and evaluates the performance of staff in their efforts to carry out board policy.
11. Supervises the effective carrying out of all Illinois School Code statutory law and policies, other related State regulations, and School Board policy.
12. Communicates directly, or through delegation, all actions of the School Board relating to personnel matters to all employees; and receives from employees all communications to be made to the School Board.
13. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program, and approves the special transfer of

students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action.

14. Directs the work of the certificated staff the evaluation of curriculum and textbook/supplemental supplies, and upon the basis of such study makes recommendations to the Board.

15. Acts on own discretion if action is necessary in any matter not covered by School Board Policy reporting such action to the School Board as soon as practical, and recommends policy in order to provide future guidance.

16. Performs such other tasks as may from time to time be assigned by the Board of Education.

## **Title: Building Level Principal**

**Job Goal:** The Building Principal is the chief administrator and educational leader of the school. The Building Principal should use their leadership, supervisory, and administrative skills to promote the maximum educational development of students.

### **Qualifications:**

- The Building Principal shall hold a master's degree in Educational Leadership from a regionally accredited institution of higher education.
- The Building Principal shall have completed an Illinois program approved for the preparation of Certificated Principals.
- The Building Principal shall have at least two years of instructional experience in schools, on at least a half-time basis, and have a general supervisory, general administrative, or all-grade supervisory endorsement on an administrative certificate, or a comparable out-of-state credential.
- The Building Principal shall have passed the required content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.

**Report to:** District Superintendent

### **Contract Related Items**

Work Schedule: 12 month position (260 days)

Compensation: Salary and benefits will be determined by the Illini Central Board of Education. Salary and benefits will be approved prior to July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allots for twenty (20) Vacation Days, fourteen (14) Sick Days and three (3) Personal Days.

Absences: Absences must be run through the district office in a timely manner consistent with the expectation of the District Superintendent. *Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Special Education Coordinator is under the direct supervision of the District Superintendent. An annual written evaluation shall be conducted with a copy going to the Special Education Coordinator and carbon copied to the staff member's Personnel File.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

### **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF BUILDING PRINCIPAL**

The position of Building Level Principal may vary depending on the building, grade level serviced, or other factors identified by the District Superintendent or Board of Education. The primary responsibility of the Building Principal is to improve instruction for students. Below are

performance responsibilities that Building Level Principals may be asked to accomplish in accordance with their position:

1. Develops and implements building rules and regulations, required for effective school operation.
2. Develops and implements annual building level goals and assists in the implementation and development of district level goals.
3. Recognizes that the curriculum and improvement of instruction is the most important part of the school program and maintains the highest academic level possible for all students. A majority of the Building Principal's time shall be devoted to this area.
4. Evaluate staff as per Illinois School Code and District bargained agreement and agreed upon evaluation instrument job targets
5. Implement and coordinate the discipline and attendance procedures in the building. Work with local agencies to maintain discipline and attendance.
6. Make arrangements and supervision for detentions, late-stays, in-school suspensions, out-of-school suspension, etc.
7. Maintain complete and accurate records of attendance and discipline.
8. Supervise both high school and middle school activities and contests
9. Attend Board of Education meetings and provide information either through Board Report or other material or data requested by either the Board of Education or District Superintendent
10. Recommends to the District Superintendent personnel decisions in regards to appointment, retention, and promotion of individuals assigned to their building with the goal of improvement of instruction and advancement of student achievement.
11. Establishes and maintains high standards and expectations for self, students, and staff.
12. Maintains a school climate, which is safe, orderly, purposeful, and conducive to both teaching and learning.
13. Involves the instructional staff in the review, refinement, development, and implementation of curriculum.
14. Provides assistance to teachers in the review, selection, development, and use of instructional materials.
15. Coordinates all student services programs as required including the district's special education program.
16. Involves staff in the planning of professional growth activities focused upon effective teaching strategies, and upon the improvement of instruction.
17. Prepares reports and maintains records as required, or as appropriate to the fulfillment of assigned administrative responsibilities.
18. Establishes clear and open lines of communication between parents, staff and children, and between staff, administration, and the Board of Education.
19. Prepares clear and concise written communications and reports as needed.
20. Participates in workshops, conferences and/or other activities designed to maintain knowledge and skills regarding educational management, employee supervision and other matters pertaining to effective school administration.
21. Maintains professional standards and ethics.
22. Maintains personnel, accounting, and business records as required by law or District policy.

23. Implements and manages building level budget procedures and participates in the District budget development.
24. Supervises and directs building and grounds maintenance and custodial activities.
25. Develops short-term and long-term plans for school facilities utilization.
26. Performs other duties as the superintendent may direct.

## Special Education Coordinator

**Job Goal:** To provide leadership to promote a safe educational environment and improvement of instruction to the students with special educational needs preK-12 within the Illini Central School District.

### Qualifications:

1. Type 75 Administrative Certificate
2. Five years successful experience as a school teacher or equivalent work experience
3. Special Education Supervisory Endorsement
4. Skills, Knowledge and Abilities Associated with:
  - a. Ability to exert strong leadership in the field of special education instruction
  - b. Ability to make firm decisions in areas of responsibility and delegate responsibility
  - c. Knowledge of sound special education programs
  - d. Ability to identify and implement programs for special education programs within the district
  - e. Ability to work effectively and cooperatively with pupils, parents, and school personnel
  - f. Ability to communicate effectively (oral and written)
  - g. Ability to utilize Technology to perform duties

**Report to:** District Superintendent

### Contract Related Items

Work Schedule: 12 month position (260 days)

Compensation: Salary and benefits will be determined by the Illini Central Board of Education. Salary and benefits will be approved prior to July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allots for twenty (20) Vacation Days, fourteen (14) Sick Days and three (3) Personal Days.

Absences: Absences must be run through the district office in a timely manner consistent with the expectation of the District Superintendent. *Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Special Education Coordinator is under the direct supervision of the District Superintendent. An annual written evaluation shall be conducted with a copy going to the Special Education Coordinator and carbon copied to the staff member's Personnel File.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF SPECIAL EDUCATION COORDINATOR**

1. Provide support and supervision for all district special education programs
2. Monitor and track progress of all students who receive special services outside of the district
3. Provide training and workshop opportunities for special service providers
4. Coordinate information between district, other districts, and the Tazewell-Mason Counties Special Education Association
5. Coordinate Special Education Referral(s) and Reevaluation(s) for the district
6. Provide leadership for Multidisciplinary Conferences and Individual Education Plan meetings for the district
7. Schedule and conduct Annual Reviews for the district
8. Promote positive Collaboration Strategies for district staff and buildings
9. Assist the administration with discipline through recommendation and conferencing of Special Education students
10. Assist staff in developing Individual Behavior Plans when needed
11. Provide behavior, curricular, and technological consultation to special education teachers and parents
12. Coordinate assessment procedures and appropriate modifications for special education students
13. Provide information to staff regarding new methods, materials and current Best Practices in special education
14. Establish monthly meeting time with special education staff within the district to brainstorm individual student, instructor, and classroom needs
15. Make recommendations to the administration (i.e. Superintendent, Building Principals) for curriculum supplies, equipment, and staff development
16. Organize appropriate special materials for staff
17. Attend coordinator meetings at Tazewell-Mason Counties Special Education Association
18. Maintain confidential information and files regarding district and building special education requirements, rules, and regulations for staff and students
19. Assist the administration (i.e. Superintendent, Building Principals) with assigned responsibilities both regarding special education services and needs and non-special education services and needs within the district
20. Communicate special education needs to the administration (i.e. Superintendent, Building Principals)
21. Devote a minimum of 3% of the normal workday to ensuring that all reasonable and necessary precautions are taken to protect students, equipment, materials, and facilities
22. Perform such other tasks and assumes such other responsibilities as may be assigned by the District Superintendent

# **District Directors**

## **District Bookkeeper**

**Job Goal:** To assist in the administration of the district's business affairs so as to provide the maximum educational services for the financial resources available.

### **Qualifications:**

1. High School diploma with proficiency in accounting and computers; two years experience in accounting or bookkeeping
2. Completion of two years of post-secondary training with an emphasis in accounting and computers preferred
3. Working knowledge of basic office procedures and the operation of common office equipment and machines
4. Working knowledge of computers and software programs used within the school system.
5. Be able to demonstrate aptitude for successful completion of the tasks assigned.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Report to:** District Superintendent

### **Contract Related Items**

**Work Schedule:** 12 month position (260 days)

**Compensation:** As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary and benefits will be approved prior to July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year and three (3) personal days. Further information regarding the qualification for and use of Sick Days, Vacation, Holiday, and Leaves can be found in *Illini Central Board Policy 5:330*.

**Absences:** Absences must be reported in a timely manner consistent with the expectation of the immediate supervisor.

**Evaluation:** The Bookkeeper will be evaluated on an annual basis, preferably before the annual salary review by the Superintendent. The Superintendent shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and cooperation of the employee. The bookkeeper shall receive a copy of the annual evaluation and the evaluation shall comply with State and federal law.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF BOOKKEEPER**

1. Maintain an accurate, complete, and systematic set of records of all financial transactions of the District
2. Serve as an assistant to the Board Treasurer maintaining accurate records in preparation for and following all Board of Education meetings
3. Prepare financial statements, income statements, and cost reports to reflect the financial condition of the District
4. Complete appropriate forms for Board meetings or be in attendance at Board meetings per Superintendent's or Board of Education's request
5. Maintain appropriate measures of confidentiality with respect to materials, conversations, or other related items in association with the position of District Bookkeeper
6. Trace errors and records adjustments to correct charges or credits posted to incorrect accounts
7. Compute and record cash receipt summaries
8. Maintain the District lunch accounts
9. Reconcile accounts with bank statements and verify bank balances with statements
10. Prepare payroll and all related reports and records
11. Pay all bills of the District
12. Deposit all monies of the District
13. Maintain the personnel absence files
14. Prepare expenditure reports for all state and federal grants
15. Prepare the annual TRS report
16. Prepare the annual Treasurer's Report for publication
17. Prepare the annual budget report
18. Work with the Superintendent in preparing the budget and various reports
19. Any and all other duties as assigned and deemed worthy by the Superintendent
20. Promote high standards of safety and good housekeeping methods in all work-related areas
21. Perform other duties as assigned by the District Superintendent

## **Director of Food Services**

**Job Goal:** The Director of Food Services plans, directs, and coordinates the activities of the district's food service program. He/she shall be responsible for the completion of all obligations specified by state and federal laws and regulations, as well as such other duties as specified by the Superintendent and Board of Education.

### **Qualifications:**

1. High School diploma with proficiency and demonstrated knowledge and expertise in the basic techniques of food service preparation, overall kitchen organization, ordering of commodities and food stuffs, and the management of kitchen staff personnel.
2. Possess a valid food sanitation license.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Five years of experience as a school cook or kitchen staff employee or equivalent work experience.

**Report to:** District Superintendent

### **Contract Related Items**

Work Schedule: The contract year shall be the year of student attendance plus two days before the start of school and two days after the end of school. In addition, the Director shall work ten days during the summer and one day during Winter Break. The contract year is for a total of one hundred and ninety one days (191). Additional days will be determined by the District Superintendent. Daily schedule will be set by the Director of Food Services and the District Superintendent.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the Superintendent no later than (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DIRECTOR OF FOOD SERVICES:**

1. Coordinate and supervise the lunch and breakfast programs of the school district.
2. Direct and assist in all food preparation.
3. Enforce federal and state regulations regarding nutritional standards, reports and records. Prepares and maintains all records required for annual audits and reviews.
4. Complete government commodity records, transfer records, and all local and state records as required.
5. Complete and monitor all bids for food and non-food items. Order necessary food and non-food items for the kitchen. Make recommendations to the Superintendent concerning the purchase of bid items.
6. Maintain proper inventory for the kitchen.
7. Make out all menus for lunch and breakfast of the kitchen. These are to be done on a monthly basis and distributed to the appropriate offices for distribution to students and families.
8. Make hiring recommendations to the District Superintendent, train and supervise all employees in the food services program.
9. Supervise a public relations program to promote participation in the lunch and breakfast programs.
10. Attend Board meetings as requested and prepare such reports as requested by the District Superintendent.
11. Check deliveries for accuracy, monitor invoices for accuracy and submit monthly bills to the unit office in a timely manner.
12. Monitor student helpers and evaluate quarterly schedules.
13. Assists the district office in the development and implementation of the food service budget.
14. Assesses student preference, industry trends, and current research to develop a long-range plan that facilitates continuous program improvement in line with the District Wellness Plan.
15. Coordinates all equipment maintenance and repairs with the appropriate school district personnel or service provider.
16. Other duties as assigned by the Superintendent or the Building Principals.

## **Director of Maintenance**

**Job Goal:** To keep the district's equipment, building and grounds in a state of operating excellence so that there are limited interruptions to the educational process and all students and staff are safe.

### **Required Qualifications:**

1. High School diploma with proficiency and demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and grounds maintenance.
2. Certification of good health signed by a licensed physician
3. Ability to read basic operating instructions and write reports
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Five years of experience as a school custodian or equivalent work experience.

### **Preferred Qualifications:**

1. Bachelor's Degree in Engineering, Construction Management, Construction Technology, or a related field.
2. Successful completion of supplemental courses, accredited training programs or any other license/certification in facilities management.
3. Experience in overseeing an asbestos management program
4. Experience working with architects, construction managers, engineers and contractors in all phases of construction projects.
5. Experience designing and implementing preventative maintenance programs
6. Knowledge of Google Workspace, database management, and/or computer programming

**Report to:** District Superintendent

### **Contract Related Items**

Work Schedule: 12 month position (260 days)

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary and benefits will be approved prior to July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year and three (3) personal days. Vacation Days are determined based on longevity in the district. Further information regarding the qualification for and use of Sick Days, Vacation, Holiday, and Leaves can be found in *Illini Central Board Policy 5:330*.

Absences: Absences must be reported in a timely manner consistent with the expectation of the immediate supervisor.

Evaluation: The Director of Maintenance will be evaluated on an annual basis, preferably before the annual salary review by the Superintendent. The Superintendent shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and cooperation of the employee. The Director of Maintenance shall receive a copy of the annual evaluation and the evaluation shall comply with State and federal law.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DIRECTOR OF MAINTENANCE:**

1. Promote high standards of safety and good housekeeping methods in all work connected areas.
2. Perform routine inspections of facilities in order to identify maintenance issues, determine cost of repair, evaluate and prioritize maintenance items, coordinate and/or perform necessary repairs.
3. Work with the Superintendent and Building Principals on duties and responsibilities of staff for each building.
4. Supervises the cleanliness, repair, and safety of each building.
5. Sets up and supervises a system for keeping records of maintenance schedules for all equipment.
6. Supervises the diagnosing and repair of all electrical and mechanical equipment.
7. Responsible for contacting proper service or repair personnel to repair any equipment that is unable to be serviced or repaired by staff.
8. Coordinate the efforts of contractors and utilities personnel who may be working on district facilities.
9. Perform regular safety inspections, or schedule inspections, regarding geothermal heating and cooling systems, doors, emergency lights, fire extinguishers, and playground equipment and all other mechanical systems.
10. Attend Board meetings as requested and prepare such reports as requested by the Superintendent.
11. Maintain a current inventory of supplies and equipment.
12. Document work projects and completion of projects in each building.
13. Maintain all district vehicles designated as used for operation and maintenance purposes.
14. Provide support to both the District Superintendent and Regional Superintendent regarding Health/Life Safety related items for both the Main Campus and West Campus decennial surveys.
15. Provide guidance on asbestos related issues. Maintain the annual training and certification as an Asbestos Abatement Contractor/Supervisor

16. Schedule and complete all annual inspections (Health Life Safety, alarms, fire extinguishers, asbestos, etc).
17. Work with the Superintendent to project both future building and grounds related projects with associated costs.
18. Evaluate and make recommendations on budgetary line items related to the Operation and Maintenance Fund of the district.
19. Develops and monitors budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits.
20. Performs personnel administrative functions (i.e. interviewing, selecting, scheduling, evaluating, supervising, training, etc) for the purpose of maintaining adequate staffing levels and enhancing the performance of maintenance and custodial staff.
21. Other duties as assigned by the Superintendent or the Building Principals.

## **Director of Transportation**

**Job Goal:** The Director of Transportation plans, directs, and coordinates the activities of the district's transportation program. He/she shall be responsible for the completion of all obligations specified by state and federal laws and regulations, as well as such other duties as specified by the Superintendent and Board and Board of Education.

### **Required Qualifications:**

1. High School diploma/equivalent

### **Preferred Qualification:**

1. Bus driver's license
2. Experience with logistics
3. Experience with supervisory roles

**Report to:** District Superintendent

### **Contract Related Item:**

Work Schedule: Contracted to work all days of student attendance, a week before school, a week after school, and two weeks in the summer (200 days). Additional days will be determined by the administration of the district and building. Daily schedule will be set by the Superintendent.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the Superintendent no later than sixty (60) minutes prior to the start of the school day.

*Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation: The Director of Transportation will be evaluated on an annual basis, preferably before the annual salary review by the Superintendent. The Superintendent shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and cooperation of the employee. The Director of Transportation shall receive a copy of the annual evaluation and the evaluation shall comply with State and federal law.

**PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DIRECTOR OF TRANSPORTATION:**

Administers the Transportation Program to effectively and efficiently meet the requirements of the daily instructional program, extracurricular activities, and other programs requiring transportation assistance.

1. Supervises routing of all regular and special education transportation routes annually or as needed.
2. Supervises recruiting, training, placement of all transportation personnel, making recommendations on personnel employment and/or dismissal.
3. Completes yearly evaluations of all transportation personnel.
4. Supervises and administers all maintenance on district owned vehicles and develops preventative maintenance programs.
5. Assists the district office in the preparation and implementation of the transportation budget.
6. Authorizes purchases in accordance with budgetary limitations and district policies.
7. Prepares and submits written specifications for equipment for bid.
8. Maintains and controls inventory of transportation equipment and supplies.
9. Maintains safety standards and conformance with state and insurance regulations
10. Compiles and submits necessary data for insurance reports and federal/state reports relating to transportation.
11. Assists in decisions on school closing during inclement weather.
12. Consults with building principals and bus drivers in solving discipline problems relating to transportation.
13. Investigates all accidents involving district vehicles and submits recommendations for prevention and/or improved response.
14. Reviews requests and complaints relating to the transportation service and submits recommendations to appropriate levels of the administrative team.
15. Performs such other duties as the district superintendent may direct.

## Director of Technology

**Job Goal:** To manage the use of technology throughout the district including network administration, database management, system documentation, hardware and software management, maintaining the District Website, and assuring that technology is integrated with the instructional program. This position also insures appropriate training for district employees.

### Required Qualifications:

1. High School diploma/equivalent
2. Knowledge of networking and computer hardware
3. Experience with Google suite of applications

### Preferred Qualification:

1. Illinois Teaching Licence
2. Degree in technology related areas

**Report to:** District Superintendent

### Contract Related Items

Work Schedule: 12 month position (260 days)

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the District Superintendent in a timely manner consistent with the expectation of the District Superintendent. *Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Director of Technology is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Building Level Principal and the activity director as well as a carbon copy to the staff member's Personnel File.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

### PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DIRECTOR OF TECHNOLOGY

1. Develop, implement, monitor, and evaluate the technology program for the District, identify and make recommendations regarding needed hardware and software, develop and monitor the district technology budget in conjunction with the Superintendent, and work collaboratively with the other members of the District's administrative staff and school

building staff to use technology and include technology applications as an integral part of the total instructional program.

2. Oversee all aspects of the District's LAN and WAN in terms of compliance with all federal, state and local regulations for internet safety legislation (CIPA), web filtering, PC and software documentation and all other legal requirements.
3. Develop, implement, monitor and evaluate the effective functionality and security of the LAN/WAN, servers and all network equipment, and confidential data on network or individual computers, including student, administrative staff, and school building staff.
4. Investigate and report immediately to the Superintendent any and all alleged misuse of electronic resources by District students, staff or administrators. In the event of the alleged misuse being committed by the Superintendent, the Technology Consultant must immediately report such alleged misuse directly to the President of the Board of Education. Maintain appropriate measures of confidentiality with respect to materials, conversations, or other related items in association with the Director of Technology.
5. Verify District compliance with software licensing restrictions and copyright law.
6. Assume responsibility for school, district, state, and federal reports and plans as requested by the Superintendent, including E-Rate, District Technology Plan, SIS, and long-term scoring report.
7. Assume responsibility for monitoring, maintaining and regularly updating the district website and social media or delegation of these duties as seen necessary.
8. Install and configure all new hardware/software to be used in the District. Develop task priority list for troubleshooting/repair/concerns and complete such tasks in a timely manner.
9. Attend Board meetings as requested and prepare such reports as requested by the Superintendent.
10. Participate in the formulation, determination, and implementation of school policies and practices in technology-related areas as a member of the District Leadership Team.
11. Assists professional staff in integrating the use of computers and related technologies into the curriculum.
12. Reviews hardware and software programs, troubleshoots, and implements solutions.
13. Assists in reviewing and recommending improvements to computer hardware and software needs for the District's instructional and administrative programs.
14. Provides guidance and recommendations in the purchase of technology equipment and programs.
15. Maintains an inventory of technology hardware and software.
16. Documents and maintains a procedural manual of administrative procedures applied to software.
17. Researches and submits any available grant funding as related to technology.
18. Performs other duties as the building principal or district superintendent may direct.

## Athletic Director

**Job Goal:** To help promote extracurricular experiences for all middle and high school students.

### Qualifications:

1. Teaching Certificate Commensurate with Illinois State Board of Education Guidelines
2. Bachelor's Degree and experience with activities
3. Skills, Knowledge and Abilities Associated with:
  - a. Ability to exert strong leadership in representing Illini Central activities.
  - b. Ability to make firm decisions in areas of responsibility and delegate responsibility
  - c. Knowledge of sound extracurricular programs
  - d. Ability to identify and implement programs at the middle and secondary school level
  - e. Ability to work effectively and cooperatively with pupils, parents, and school personnel
  - f. Ability to communicate effectively (oral and written)
  - g. Ability to utilize Technology to perform duties

**Report to:** Middle and High School Principals

### Contract Related Items

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement. Additionally, contracted for ten days (10) within the summer at the per diem rate as per the Illini Central Collective Bargaining Agreement salary schedule.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Building Principal in a timely manner, consistent with the expectation of the Building Principal. *Further information may be obtained by referencing the Illini Central Collective Bargaining Agreement or the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Activity Director is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Building Level Principal and the activity director, as well as a carbon copy to the staff member's Personnel File.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreement or the Illini Central CUSD 189 Board of Education Policy Manual*

## PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF ACTIVITIES DIRECTOR

### Organization of Facilities and Events

1. Schedule the usage of high school and middle school athletic/activity facilities

2. Schedule all athletic/activity events throughout the district with an attempt to schedule two years into the future
3. Provide each head coach a copy of the season's schedule before the start of the first practice each season
4. Schedule officials for athletic/activity events
5. Work in conjunction with the Mason City Park District to schedule park league practices and games
6. Work with school transportation personnel to schedule transportation for athletic teams/activities going to away contests.
7. Work with school transportation personnel to schedule transportation to and from co-op activities
8. Ensure that event supervisors and gate workers are scheduled for each event and provide for their duty pay
9. Coordinate the use of school facilities for summer camps, practices, and public use
10. Ensure the maintenance of all athletic facilities
11. Handle all daily problems, situations, or cancellations that develop within the athletic/activity programs

#### Materials, Supplies, and Finances

1. Order all trophies and awards for athletic and activity groups
2. Help collect budget requests from coaches and prepare requisition forms for the principal
3. Coordinate the purchase of athletic uniforms on a rotating basis
4. Oversee the inventory and storage of athletic uniforms and supplies (within 30 days of the end of the season)
5. Coordinate fundraising activities. All fundraisers must be approved by the activities director before beginning.
6. Communicate expectations and restrictions on fundraisers to coaches and ensure they are followed
7. Collaborate with the building principals and the secretary to oversee the student activity accounts for athletics and activities

#### Game Preparation

1. Coordinate with the Director of Building and Grounds to ensure all sports facilities are ready for scheduled events
2. Communicate with the District Bookkeeper for checks to be prepared for officials
3. Arrange for money boxes to be prepared for gate workers
4. Arrange for concessions to be provided (when applicable)
5. Ensure administrative supervision is secured for all home events
6. Prepare rosters for guests at home and away teams. Print copies for home events and share rosters for away events
7. Provide scripts for starting line-up, including IESA/IHSA requirements

## Sports Administration

1. Collect rosters for all athletic teams and clubs/activities before the first practice
2. Input all rosters into Skyward, and update rosters as they change throughout the season.
3. Ensure that all students have a physical and an insurance waiver less than a year old before participating in athletic events --- relay this requirement to the coaches
4. Ensure that the athletic participation fee is collected (if applicable)
5. Provide support for all coaches by checking in with them throughout the season. Attend practices and at least one performance per activity/sport.
6. Promote and attend professional development for self and other coaches/sponsors.
7. Evaluate salaries for officials and coaches regularly and compare these salaries with those of surrounding schools.
8. Coordinate gym schedules during the season and communicate the practice and games schedule with the public
9. Review and update the Coach and Sponsor Handbook and Athletic and Extracurricular Handbook annually, and obtain board approval
10. Review and update job descriptions for coaches annually and obtain a signed copy before each season
11. Conduct a meeting with coaches to review expectations and job descriptions for coaches/sponsors
12. Attend preseason meetings for each sport with coaches, players, and parents.
13. Ensure coaches create guidelines for all sports/activities and share those with students and parents. Keep a copy of each set of guidelines in the athletic office.
14. Oversee the Concussion Oversight Team and meet annually. Prepare eligibility lists for principals and teachers on a semester and weekly basis
15. Work with the booster club and other organizations to schedule meeting dates, picture dates, awards night dates, and other activities as needed
16. Maintain accurate records of all athletic events including individual and team records
17. Organize seasonal picture days for clubs and activities, and collaborate with coaches and yearbook sponsors
18. Collaborate with coaches to organize senior night and eighth-grade nights
19. Organize awards nights for recognition of student-athletes --- serve as Master of Ceremonies for sports awards nights (fall, winter, spring)
20. Organize meetings for parents, athletes, and coaches before the start of each school year and each athletic season (fall, winter, spring)

## Supervision and Evaluation of the Extracurricular Program

1. In conjunction with the building principal, provide feedback and assessment of members of the coaching staff yearly. All evaluations must be completed within 30 days of the conclusion of the season.
2. At minimum, provide written feedback to the coach from observations at one practice and one performance, and combine all feedback into a summative evaluation for the coach./sponsor.

3. Investigate and respond to all complaints, and coordinate with the building principal to assign discipline as necessary
4. Ensure all coaches attend required meetings and trainings prior to the start of the season
5. Ensure that the athletic programs follow the I.E.S.A. and I.H.S.A. policies
6. Promote cooperation with the Sangamo and Tomahawk Conferences. Meet with athletic directors of conference schools as directed.
7. Communicate with the building principals regarding the athletic program for their building
8. Coordinate the supervision of the facility with coaches and athletes to safeguard the security of district buildings
9. Provide a report to the Board of Education on an as-needed basis.
10. Be responsible for any other duties as assigned by administration.

# **Certified Staff Members**

## **Assistant Principal/Dean of Students**

**Job Goal:** To support the mission of the school by fostering a safe, positive, and student-centered learning environment. This role focuses on student behavior, attendance, family engagement, and building-wide systems that promote academic and social-emotional success. Working closely with the Principal, the Assistant Principal/Dean of Students provides leadership for staff, supports the implementation of school initiatives, and helps ensure the smooth daily operation of the building.

### **Qualifications:**

#### **Required**

1. Valid teaching license
2. At least two years of experience working in the school environment.
3. Experience working with elementary-aged students.
4. Strong communication, interpersonal, and problem-solving skills.
5. Ability to work collaboratively as part of a leadership team.
6. Knowledge of student behavior systems, restorative practices, and trauma-informed approaches.

#### **Preferred**

1. Previous leadership experience (team leader, interventionist, coach, etc.).
2. Experience with MTSS, PBIS, SEL frameworks, or similar models.
3. Masters in Educational Leadership; Administrative Endorsement

**Report to:** Grade School Principal

### **Contract Related Items**

**Work Schedule:** Contracted to work all days within the regular school year with ten additional days (five days before the start of school and five days after).

**Compensation:** Salary and benefits will be determined by the Illini Central Board of Education. Salary and benefits will be approved prior to July 1st of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with three (3) personal days.

**Absences:** Absences must be run through the building principal in a timely manner consistent with the expectation of the building. Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual

### **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DEAN OF STUDENTS/ASSISTANT PRINCIPAL**

1. Assist the Principal in the overall administration of the school.
2. Oversee student behavior systems with a focus on restorative practices and proactive intervention.

3. Manage student discipline referrals, conduct investigations, and communicate outcomes to students, staff, and families.
  4. Monitor student attendance, collaborate with families, and implement strategies to reduce chronic absenteeism.
  5. Maintain complete and accurate records of attendance and discipline.
  6. Collaborate with teachers to support classroom management, positive behavior strategies, and student accommodations.
  7. Support social-emotional learning programs and tiered interventions.
  8. Support building safety procedures, crisis response plans, and supervision schedules.
  9. Participate in committees and meetings as requested by the Principal or Superintendent.
  10. Assume the Principal's responsibilities on days when the Principal is out of the building.
  11. Assist in the supervision of activities and events. Assist with arrival/dismissal routines, and hallway, lunchroom, and playground supervision.
  12. Build strong, respectful relationships with students to promote positive school culture.
  13. Regular meetings initiated with the Principal to review student issues and staff concerns.
  14. Assist in the enforcement and supervision of board policies, faculty and student handbooks.
  15. Work with all staff members to facilitate a quality and successful academic and extracurricular program in the grade school.
  16. Assist the Principal in screening, interviewing, and make recommendations of the best candidates for certified, non-certified staff vacancies.
  17. Participate in Student Success Team, MTSS, IEP, and 504 meetings as needed.
  18. Communicate regularly with families regarding behavior, attendance, and student progress.
  19. Support schoolwide events, parent outreach activities, and community engagement initiatives.
  20. Assist with daily operations of the building, including scheduling, testing coordination, and supervision.
  21. Support implementation of school improvement goals and district initiatives.
- Perform other duties as assigned by the Principal.

## **Building Level Teacher**

**Job Goal:** To provide leadership to promote a safe educational environment and improvement of instruction to the students of the designated classroom and course content within the Illini Central School District.

### **Qualifications:**

1. Teaching Certificate Commensurate with Illinois State Board of Education Guidelines
2. Bachelor's Degree

Teachers will be hired on the basis of their qualifications which include:

1. Academic Background
2. Certification
3. Attitude
4. Intellectual Ability
5. Philosophy of Education
6. Character
7. Experience

Skills, Knowledge and Abilities Associated with:

1. Ability to exert strong leadership in the specified content area instruction
2. Ability to make firm decisions in areas of responsibility and delegate responsibility
3. Knowledge of sound instructional design within the educational program
4. Ability to identify and implement programs for students within the district
5. Ability to work effectively and cooperatively with pupils, parents, and school personnel
6. Ability to communicate effectively (oral and written)
7. Ability to utilize Technology to perform duties

**Report to:** Building Level Principal

### **Contract Related Items**

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the building office in a timely manner consistent with the expectation of the Building Level Principal. *Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Building Level Teacher is under the direct supervision of the Building Level Principal. An annual written evaluation shall be conducted with a copy going to the Building Level Teacher and carbon copied to the staff member's Personnel File. This

evaluation shall be based on the elements outlined in the evaluation instrument agreed upon by the Illini Central Board of Education and Illini Central Education Association.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF BUILDING LEVEL TEACHER**

1. Punctual in reporting to job assignments and assigned duties.
2. Attends required meetings and school activities.
3. Is in attendance on a regular basis.
4. Plans long-range lessons, units and projects consistent with the established curriculum as defined by law and the learning objectives of the school district.
5. Prepares daily lesson plans consistent with the established curriculum of the school district.
6. Plans the work of any paraprofessional as needed.
7. Revises plans on an ongoing basis, considering student's needs, ability levels and interests.
8. Has a predetermined plan to assess whether presented material has been learned.
9. Has the necessary materials and equipment available.
10. Previews all materials carefully.
11. Makes effective use of preparation time.
12. Provides clear plans for a substitute teacher and has a substitute folder available with appropriate artifacts.
13. Applies principles of learning theory effectively.
14. Establishes a clear beginning, middle, and end for lessons.
15. Includes activities that require higher levels of thinking.
16. Adjusts pace of lesson to class.
17. Allows for different ability levels.
18. Provides prompt and positive feedback to pupils.
19. Promptly corrects and returns assignments.
20. Uses a wide variety of oral and written questioning techniques.
21. Moves about during the lesson to establish, maintain or re-establish pupil involvement.
22. Provides opportunity for each pupil to participate in a given activity.
23. Achieves a balance of teacher vs. student-centered activities appropriate to the grade level and subject matter being taught.
24. Supports and accepts pupil ideas and responses.
25. Acts appropriately to secure the participation of all students.
26. Utilizes information or knowledge about pupils with special problems.
27. Allows for creative or artistic expression as well as verbal participation.
28. Strives to secure and maintain pupils' attention.
29. Gives clear directions and assignments.
30. Relates content areas when appropriate.
31. Provides for appropriate remedial and/or enrichment activities.
32. Demonstrates the appropriate command of the English language.
33. Develops reasonable rules and procedures for student behavior.

34. Implements a classroom routine which students understand.
35. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
36. Enforces classroom and school rules or procedures, Board policies and regulations.
37. Maintains and submits records as required.
38. Facilitates a smooth transition from one activity to another by individuals or groups.
39. Facilitates smooth and efficient classroom operation by providing the availability, distribution, collection and organization of materials and supplies.
40. Is fair and impartial in dealing with children.
41. Establishes a climate enabling children to work without being disturbed by others.
42. Handles classroom problems and is willing to seek supportive help.
43. Promptly communicates with principal and/or parents when necessary.
44. Demonstrates competency of subject matter being taught.
45. Is knowledgeable of current research as it applies to both subject matter and pedagogy.
46. Provides current and accurate information; acknowledges that there is more information expanding upon real work application.
47. Performs other duties as assigned by the district administration consistent with the Collectively Bargained Agreement.

## **Instructional Coach**

**Job Goal:** The goal of the Instructional Coach is to build teacher capacity and their understanding of instructional practices. He/she shall be responsible for the completion of all obligations specified by state and federal laws and regulations, as well as such other duties as specified by the Superintendent and Board and Board of Education.

### **Required Qualifications:**

1. Professional Educator License
2. Minimum 5 years of teaching experience
3. Advanced Degree-Reading Specialist or Curriculum and Instruction or
4. Teacher Leadership or equivalent
5. Effective oral and written communication skills
6. Proven ability in using student-level data to guide instructional decisions.

### **Preferred Qualifications::**

1. At least 10 years of teaching experience
2. Graduate course work in coaching or documented professional development in coaching.
3. Experience in design, preparation, and presentation of professional development
4. Experience in implementing technology-enhanced instruction
5. Experience in using student-level data to guide instructional decisions

**Report to:** Building Principals

### **Contract Related Items:**

Work Schedule: Contracted to work all days of student attendance, two weeks before school, a week after school, and one week in the summer (200 days). Additional days will be determined by the administration of the district and building. Daily schedule will be set by the Superintendent.

Compensation: As determined by the Collective Bargaining Agreement

Absences: Absences must be run through by the Superintendent no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation: The Instructional Coach will be evaluated on an annual basis by the principal. The principal shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and cooperation of the employee. The Instructional Coach shall receive a copy of the annual evaluation and the evaluation shall comply with State and federal law.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF THE INSTRUCTIONAL COACH**

1. Develop positive and supportive relationships with classroom teachers, specialized professionals, and paraprofessionals;

2. Demonstrate knowledge of research-based instructional strategies that engage all students;
3. Work with the Illini Central CUSD 189 leadership team to determine the focus of the district's professional learning and design , prepare, and deliver large and small-group professional learning to appropriate audiences.
4. Provide team level and individual coaching to ensure that instructional practices are aligned with curriculum, with student assessment data, and improved student engagement;
5. Provide coaching in the form of modeling, co-planning, co-teaching, observing and conferencing to support individual teachers as they strive to enhance their practice and their students' learning;
6. Develop coaching plans for teachers to ensure student improvement
7. Assist in identifying and ordering resources needed to support student learning and, via explanation and demonstration, support teachers in the use of those new resources;
8. Assist in the development of intervention procedures and strategies for students who need additional instructional supports;
9. Locates resources for teachers to support instruction to improve student learning;
10. Provide support to classroom teachers in relation to classroom management, curriculum alignment, student engagement, and other areas related to classroom instruction;
11. Provide encouragement and support to new teachers;
12. Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success;
13. Support teachers and administrators by organizing and analyzing data to facilitate discussion among faculty to improve instruction on all levels;
14. Support mentoring coordinators in the implementation and evaluation of the mentoring program.
15. Performs such other duties as the district superintendent or building principal may direct.

## Technology Integration Teacher

**Job Goal:** To help all students develop skills in the area of technology knowledge, skills, and implementation.

### Qualifications

1. Illinois State Issued Professional Educators License
2. Technology Specialist endorsement (6-12)
3. Experience with utilizing technology in the classroom
4. Strong communication, interpersonal, technology, and presentation skills.
5. Broad general knowledge of curriculum, curriculum development and instructional best practices.
6. Experience delivering professional development to educators and knowledge of best practices in adult learning.
7. Extensive knowledge of Google Apps for Education.
8. Knowledge of current and popular educational technology tools.

**Report to:** Building Principals

### Contract Related Items:

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Building Principal in a timely manner consistent with the expectation of the Building Principal. Evaluation and

Supervision: The Technology Integration Teacher is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the CIC Teacher and carbon copied to the staff member's Personnel File.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

### PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF TECHNOLOGY INTEGRATION TEACHER

1. Demonstrate the ability to model, deliver, and craft rich student-centered learning experiences around technology and its integration to support, enhance, and increase student learning.
2. Identify, implement, and investigate technology tools and strategies in the classroom environment.
3. Demonstrate fundamental knowledge of the connection between technology, computer science, and other fields of study.
4. Understand and be able to design, develop, assess, and manage technology learning experiences

5. Create a learning environment that fosters creativity, collaboration, communication, and critical thinking
6. Facilitate "hands-on" tasks and projects that allow students to learn by doing and exploring individually and in group settings.
7. Provide opportunities for students to gain new technology skills that can be applied to other content areas and life outside and beyond the classroom.
8. Oversee the STEM lab in the middle and high school and coordinate the usage and scheduling of the room.
9. Provide instructional support for the implementation of the Future Focus Skills and the Capstone Project
10. Provide academic support for teachers in planning and implementing of technology in the classroom
11. Create and facilitate school-based, high-quality professional development, working with teachers to refine their knowledge and skills in using technology to support and enhance teaching and learning.
  - a. Training may include in-class instruction, one-on-one meetings and facilitated group workshops
12. Provide follow up to teachers and administrators who participated in professional development.
13. Research and stay informed of new technologies in instruction.
14. Adhere to laws, policies, procedures, and ethical standards of the teaching profession.
15. Work in conjunction with the Director of Technology as needed

## **Creativity, Invention, and Collaboration Teacher (CIC)**

**Job Goal:** To help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

### **Required Qualifications:**

1. Illinois State Issued Professional Educator License
2. Elementary endorsement
3. Three years successful experience as a school teacher or equivalent work experience

### **Preferred Qualifications:**

1. Math, Science, or Technology Instruction
2. Expert level of technology and 21st century learning understanding and application.
3. Deep knowledge of content standards, effective instructional strategies, and assessment driven instruction.
4. Strong Google Apps for Education skills (Docs, Sheets, Slides, Sites, etc).
5. Experience in computer programming, robotics, 3D printing, and other digital STEM based learning opportunities.

**Report to:** Building Principals

### **Contract Related Items:**

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Building Principal in a timely manner consistent with the expectation of the Building Principal.

Evaluation and Supervision: The Creativity, Invention, and Collaboration (CIC) Teacher is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the CIC Teacher and carbon copied to the staff member's Personnel File.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF CREATIVITY, INVENTION, AND COLLABORATION TEACHER**

The position of Creativity, Invention, and Collaboration (CIC) Teacher may vary depending on the building, grade level serviced, or other factors identified by the administration or Board of Education. Below are performance responsibilities that the CIC teacher may be asked to accomplish in accordance with their position:

1. Demonstrate the ability to model, deliver, and craft rich student-centered learning experiences around Science, Technology, Engineering, Arts, and Math.
2. Demonstrate the ability to create and implement strategies for weaving STEAM experiences into multi-disciplinary curricula from grades K through 5.
3. Work in partnership with teachers and staff, modeling consistent effective teaching with technology, engagement, lesson plan design, use of technology, STEAM and online tools.
4. Demonstrate fundamental knowledge of the connection between technology, computer science, and other fields of study.
5. Understand and be able to design, develop, assess, and manage STEAM learning experiences
6. Create a learning environment based on the 4 C's- communication, collaboration, critical thinking, and creativity
7. Facilitate "hands-on" experiments and projects that allow students to learn by doing and exploring individually and in group settings.
8. Identify and apply educational and technology-related research, the psychology of learning, and instructional design principles in guiding use of technology in education.
9. Identify, implement, and investigate software in both classroom and administrative environments.
10. Identify resources, plan, and design staff development activities to support professional growth in learning technologies.
11. Participate in professional development experiences that allow him or her to observe, evaluate, and apply the use of technology to support instruction.
12. Adhere to laws, policies, procedures, and ethical standards of the teaching profession.
13. Perform other duties as the principal may direct.

## **Middle/High School Counselor**

**Job Goal:** To help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

### **Qualifications:**

1. Illinois State Issued Type 73 Certification
2. Three years successful experience as a school teacher or equivalent work experience
3. Master's Degree in approved school district related counseling program

**Report to:** Building Principals

### **Contract Related Items**

Work Schedule: Contracted to work 11-month contract as specified within the Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Building Principal in a timely manner consistent with the expectation of the Building Principal.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Middle/High School Counselor is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Middle/High School Counselor and carbon copied to the staff member's Personnel File.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF MIDDLE AND HIGH SCHOOL COUNSELOR**

The position of Middle/High School Counselor may vary depending on the building, grade level serviced, or other factors identified by the administration or Board of Education. Below are performance responsibilities that Middle/High School Counselors may be asked to accomplish in accordance with their position:

1. Monitor student academic performance while assisting with appropriate interventions.
2. Collect, analyze, interpret, and utilize data to guide program direction and emphasis.
3. Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
4. Implement an effective referral and follow-up process.
5. Submit all state and federal reporting related to academics.

6. Oversee the implementation and coordination of Capstone Project and coordinating activities.
7. Assist all students with the development of academic, career, and vocational plans on an annual basis.
8. Consult and collaborate with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
9. Facilitate student referrals to community agencies that might be of further assistance.
10. Develop and implement appropriate and prevention-oriented group activities to meet student needs and school goals.
11. Collaborate with parents/guardians and educators to assist students with educational and career planning annually.
12. Assist students and parents with identifying and pursuing all post-secondary opportunities.
13. Assist students and families with the college application and scholarship process.
14. Assist with the development and implementation of orientation programs.
15. Oversee student transcripts and audit transcripts of students who move into the district.
16. Assist in the development and implementation of the master schedule.
17. Assist in the development and implementation of the buildings' Awards Ceremonies.
18. Implement all schedule changes after consulting with faculty and receiving approval.
19. Assist in the administration of all vocational, dual credit, tech prep, advanced placement, and like programs.
20. Serve as the building testing coordinator for AP, PSAT and SAT testing.
21. Assist administrative staff with discipline investigations as necessary.
22. Provide supervision as requested by building principal.
23. Assist in investigations related to bullying, threat assessments and Title IX as requested.
24. Provide individual and group counseling to students with identified concerns and needs.
25. Assist with outside agencies in matters related to student wellness (truancy, home visits, DCFS).
26. Adhere to laws, policies, procedures, and ethical standards of the school counseling profession.
27. Participate in professional development activities to improve knowledge and skills
28. Perform other duties as the principal may direct.

## Grade School Counselor

**Job Goal:** To help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

### Qualifications:

4. Illinois State Issued Type 73 Certification
5. Three years successful experience as a school teacher or equivalent work experience
6. Master's Degree in approved school district related counseling program

**Report to:** Building Principals

### Contract Related Items

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement. Additionally contracted ten days as per Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Building Principal in a timely manner consistent with the expectation of the Building Principal.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Grade School Counselor is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Grade School Counselor and carbon copied to the staff member's Personnel File.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

## PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF GRADE SCHOOL COUNSELOR

The position of Grade School Counselor may vary depending on the building, grade level serviced, or other factors identified by the administration or Board of Education. Below are performance responsibilities that Grade School Counselors may be asked to accomplish in accordance with their position:

1. Monitor student academic performance while assisting with appropriate interventions.
2. Collect, analyze, interpret, and utilize data to guide program direction and emphasis.
3. Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
4. Implement an effective referral and follow-up process.
5. Submit all state and federal reporting related to academics.

6. Consult and collaborate with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
7. Facilitate student referrals to community agencies that might be of further assistance.
8. Coordinate programming and communication for Erin's Law, Mental Health Awareness, and Suicide Prevention and other required programs as they arise.
9. Develop and implement appropriate and prevention-oriented group activities to meet student needs and school goals.
10. Serve as transition coordinator for grade school students post-hospitalization.
11. Participate in RTI and IEP programming and meetings as needed.
12. Assist with the development and implementation of transition program from PreK to Kindergarten and Fifth Grade to Middle School.
13. Assist administrative staff with discipline investigations as necessary.
14. Provide supervision as requested by building principal.
15. Assist in investigations related to bullying, threat assessments and Title IX as requested.
16. Provide individual and group counseling to students with identified concerns and needs.
17. Assist with outside agencies in matters related to student wellness (truancy, home visits, DCFS).
18. Adhere to laws, policies, procedures, and ethical standards of the school counseling profession.
19. Participate in professional development activities to improve knowledge and skills
20. Perform other duties as the principal may direct.

## **District Psychologist**

**Job Goal:** The School Psychologist is directly responsible for the psychological assessment of academic, social, emotional, and behavioral domains utilizing problem-solving and standardized evaluations. The School Psychologist monitors the completion of case study evaluations and participates in Individual Education Plan (IEP) conferences and problem-solving meetings designing systems, programs, and services that maximize students' social, emotional, and educational success. The school psychologist promotes effective educational environments in collaboration with staff, families, students, and communities.

### **Qualifications:**

1. Valid Illinois Certificate, Type 73, in School Psychology
2. Knowledge of assessment methods, systematic processes to collect data, translation of assessment results into empirically based decisions about service delivery and evaluation of services.
3. Knowledge of learning processes, appropriate instructional interventions to meet students' needs, and the ability to implement and assess their effectiveness.
4. Knowledge of behavioral mental health, collaborative and/or consultation models and methods, and their application.

**Report to:** District Superintendent

### **Contract Related Items**

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the special education office in a timely manner consistent with the expectation of the Superintendent.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual.*

Evaluation and Supervision: The District Psychologist is under the direct supervision of the Superintendent. An annual written evaluation shall be conducted with a copy going to the District Psychologist and carbon copied to the staff member's Personnel File. This evaluation shall be based on the elements outlined in the evaluation instrument agreed upon by the Illini Central Board of Education and the Illini Central Education Association.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DISTRICT PSYCHOLOGIST**

1. Consult with principals, teachers, and other support staff regarding specific students and their needs.
2. Conduct psychological evaluations that include but are not limited to the assessment of intellectual, developmental, academic, social/emotional, and behavioral status.
3. Assessment and data collection by use of informal or non-standardized evaluation techniques.
4. Interpret student data to write psychological reports and participate in IEP conferences, team meetings, and problem-solving meetings.
5. Provide individual, group, and family counseling per IEP requirements.
6. Monitor the completion of case study evaluations and participate in IEP conferences and problem-solving meetings.
7. Assist teachers in developing and implementing behavioral management plans.
8. Lead crisis intervention efforts and provide insight into the development of functional assessments and behavior intervention plans.
9. Integrate psychological services into the classroom environment as appropriate.
10. Assist staff in designing and implementing appropriate interventions and accommodations for students.
11. Evaluate and/or translate research into practice and sufficiently understand research design and statistics to plan and conduct investigations and program evaluations to improve services.
12. Contribute to program development that furthers the integration of social, coping, and problem-solving in the classroom.
13. Provide support services to parents/guardians as needed.
14. Provide in-service staff training.
15. Participate in the district's MTSS program, including attending data meetings, tracking student progress, and evaluating program effectiveness.
16. Oversee the district's Section 504 plan, including facilitation of the evaluations, development, and implementation of the plans.
17. Coordinate and/or collaborate with various individuals/agencies to promote and provide comprehensive services to students and families.
18. Provide crisis intervention services as needed, including, but not limited to: conducting risk assessments, coordinating home, school, and community resources, and coordinating follow-up services as needed.
19. Collaborate with school counselors and social worker to provide prevention education, programs, and services.
20. Provide and/or assist in professional development for staff, parents, and/or community.
21. Participate in professional growth activities, workshops, in-services, professional reading materials, and/or other offerings.
22. Proficiently use technology to communicate, compile reports, and collect data.
23. Participate in building or program activities and meetings as appropriate.
24. Perform all other duties as assigned or requested by the district administration or Special Education Coordinator.

## **District Social Worker**

**Job Goal:** Under the direction of Special Education Coordinator and Building Principals, the District Social Worker provides direct and indirect social work services to students experiencing social, emotional and/or behavioral problems that interfere with their performance in school, and facilitates communication among school, home, and community providers.

**Qualifications:** Master's degree in social work, PEL with student support personnel endorsement or Type 73 certificate in school social work issued by the Illinois State Board of Education

**Report to:** Special Education Coordinator

### **Contract Related Items**

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement. Additionally contracted ten days (10) within the summer at the per diem rate as per Illini Central Collective Bargaining Agreement salary schedule.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the special education office in a timely manner consistent with the expectation of the Special Education Coordinator.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The District Social Worker is under the direct supervision of the Special Education Coordinator. An annual written evaluation shall be conducted with a copy going to the District Social Worker and carbon copied to the staff member's Personnel File. This evaluation shall be based on the elements outlined in the evaluation instrument agreed upon by the Illini Central Board of Education and Illini Central Education Association.

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

### **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DISTRICT SOCIAL WORKER**

1. Consult with principals, teachers, and other support staff regarding specific students and their needs.
2. Provide school social work services for students who are at risk of school failure or who are demonstrating social, emotional, and/or behavioral problems within the school setting.
3. Serve as the liaison between home and school in providing parent education and counseling as appropriate.
4. Assist teachers in developing and implementing behavioral management plans.

5. Provide social skills, anger management, stress reduction, or other similar instruction to students who are experiencing problems that interfere with their learning or the ability of others to learn.
6. Provide individual and/or group counseling to students.
7. Refer and provide information to students and their families regarding community agencies and services which may assist them in meeting their needs.
8. Participate in staffing, parent conferences, and development of individual educational programs, team meetings and annual reviews.
9. Provide direct and indirect social work services as specified in students' IEPs.
10. Assist school staff in implementing and developing interventions to allow students with disabilities to be successful in school.
11. Support and assist parents in the implementation of specific instructional programs to be carried out in the home.
12. Conduct social/developmental assessments for students referred for special education and assist in determining eligibility for special education.
13. Participate in the district's MTSS program, including attending data meetings, tracking student progress, and evaluating program effectiveness.
14. Communicates with staff, administration, and parents concerning students' student social, emotional, and behavioral progress.
15. Provide information to students and parents about services available in and around the community and make referrals to community providers as appropriate.
16. Provide crisis intervention services as needed including, but not limited to: conducting risk assessments, coordinating home, school and community resources, and coordinating follow up services as needed.
17. Collaborate with school counselors to provide prevention education, programs, and services.
18. Serve as the district McKinney-Vento Local Homeless Education liaison.
19. Perform all other duties as assigned or requested by the district administration or Special Education Coordinator.

## **Mentoring Coordinator**

**Job Goal:** Coordinate orientation needs and induction-mentor support for new district teachers

### **Qualifications:**

1. Valid Illinois Teaching Certificate
2. At least five years of successful teaching experience

### **Terms of Employment:**

1. Board of Education Approval
2. Compensation identified in Collective Bargaining Agreement.

**Reports To:** Building Principals

*Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

### **Performance Responsibilities:**

1. Provide leadership in knowledge, methods and materials used in high quality mentoring programs.
2. Develop, coordinate and provide the New Teacher Orientation prior to the start of the school year.
3. Under direction from administration, coordinate the Illini Central new teacher Mentoring program.
4. Collaborate with building principals to identify and train mentor candidates.
5. Collaborate with building principals to select appropriate mentor for each new new teacher.
6. Coordinate and hold monthly meetings for mentees during the school year.
7. Arrange for mentee observations and collaboration with other teachers as appropriate.
8. Collects and analyzes formative data in order to evaluate and recommend any changes or revisions to the program.
9. Completes necessary forms and processes as well as maintains records of meetings and trainings.
10. Provide problem solving and troubleshooting skills to support the mentor and mentee.

# **Educational Support Personnel**

## **District Nurse**

**Job Goal:** The District Nurse assumes responsibility for assisting in the administration of the Health Services as described in the Illini Central Board Policy Manual: the Illinois State Board of Education guidelines: and the rules and regulations of the Illinois Department of Public Health

### **Qualifications:**

1. High School diploma with either a Registered Nurse (RN) or Licensed Practical Nurse (LPN) License
2. At least five years of school district nursing experience or related experience

**Report to:** District Superintendent

### **Contract Related Items**

Work Schedule: 9 month position (185 days); The District Nurse works all days of student attendance during the school calendar and 5 days in the summer as arranged between the nurse and the Superintendent.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the building principal no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation: The District Nurse will be evaluated on an annual basis, preferably before the annual salary review by the Superintendent. The Superintendent shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and cooperation of the employee. The District Nurse shall receive a copy of the annual evaluation and the evaluation shall comply with State and federal law.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DISTRICT NURSE**

1. Works with the administration and all school staff in developing and implementing total school health program.
2. Coordinates the development and maintenance of school health policies in line with the Illini Central Board of Education Policy Manual and individual building handbooks.
3. Consults with parents, school personnel, physicians, clinics, and other agencies on school health matters.
4. Conducts and/or supervises school health screening.
5. Assists with the building offices in the maintenance of up-to-date cumulative health records on all students of the district.
6. Assumes responsibility for identification and referral of students in need of medical and dental care.
7. Assumes authority for the care of a student or staff member who has suffered injury or emergency illness.
8. Observes students on a regular basis to detect health needs during the school day. Makes recommendations as appropriate for before or after school hours.
9. Maintain appropriate measures of confidentiality with respect to materials, conversations, or other related items in association with the position of District Nurse
10. Provides notification to the teachers on health matters, particularly regarding teacher observation skills for student health problems, communicable diseases, and special health needs of students.
11. Advises on modification of the educational program to meet health needs of individual students:
  - a. Attends staffings and annual reviews when necessary
  - b. Prepares annual review and case study reports when required
12. Administers, monitors, and documents any medical treatment and/or medication given to students while attending school.
13. Advises on exclusions and readmission of students in connection with infectious and contagious diseases.
14. Assists school personnel in establishing sanitary conditions in schools.
15. Attends committee meetings and conferences regarding health service and health curriculum.
16. Works with staff in the preparation and submission of health data and reports to include:
  - a. Monthly reports of daily activities for use in the annual report
  - b. Immunization survey by October 30<sup>th</sup>; Dental Report by June 15<sup>th</sup>; and Vision Report by Deadline
  - c. Accident report form for each injury sustained by staff or students that may require medical evaluation
  - d. Proposed budget to the district office by the date requested by the superintendent
  - e. Inventory of station materials and supplies
  - f. Supply orders to the appropriate staff by the start of the Fiscal Year – July 1<sup>st</sup>
17. Assists in the development of ongoing training, planning, and supervision of health activities.

18. Visits student homes when necessary.
19. Coordinates the development of nursing care plans for students with major illness when appropriate.
20. Creation of emergency action plans for students with food allergies, hypoglycemia, asthma, diabetes, and seizure activity. Distributes appropriate materials to staff.
21. Training of staff in the use of epi-pens/glucagon and other health field related items such as CPR and AED.
22. Providing educational forums with district students to instruct on areas such as puberty education, immunization, and other health related items.
23. Provide other duties as assigned by the administration.

## **Pre-K Parent Educator**

**Job Goal:** The purpose of the position of Parent Coordinator is to work with teachers, administrators, and parents to coordinate and advocate for family involvement to facilitate children's learning.

### **Required Qualifications:**

- Knowledge of
  - Current office practices and procedures.
  - Operation of a computer, related software, and standard office equipment.
  - Correct English usage, grammar, spelling, punctuation, and vocabulary.
  - Oral and written English communication skills.
  - Interpersonal skills including tact, patience, and courtesy.
- Ability to:
  - Compile and verify data, maintain records, and prepare reports.
  - Compose correspondence and written materials accurately and independently.
  - Work independently with little direction to meet schedules and timelines.
  - Exercise sound judgment, including handling confidential matters with discretion.
  - Work cooperatively with both adults and children

### **Preferred Qualification:**

- Early Childhood Teaching Certification
- Bachelors Degree in a field related to education, psychology, counseling, social work

**Retirement:** Illinois Municipal Retirement Fund (IMRF)

**Report to:** Grade School Principal

### **Contract Related Items:**

Work Schedule: 190 days; The PreK Parent Educator works all days of student attendance during the school calendar and 10 days in the summer as arranged between the Pre-K Parent Educator and the Grade School Principal.

Compensation: As per the Board of Education Policy, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law shall not work overtime without prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary and benefits will be approved before July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allows for fourteen (14) Sick Days per year and three (3) personal days. Further information regarding the qualification for and use of Sick Days, Vacation, Holiday, and Leaves can be found in *Illini Central Board Policy 5:330*. This position shall be granted three (3) days per death as bereavement leave with no deduction from accumulated sick or personal leave. Days shall be utilized in the event of a death in the employee's immediate family as defined in 7.1 of the Teachers' bargaining agreement. These days do not accumulate.

Absences: Absences must be reported in a timely manner consistent with the expectations of the immediate supervisor.

Evaluation: The PreK Parent Coordinator will be evaluated annually, preferably before the annual salary review by the Superintendent. The Principal shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and employee cooperation. The PreK Parent Coordinator shall receive a copy of the annual evaluation, and the evaluation shall comply with State and federal law.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

**PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF PRE-K PARENT EDUCATOR :**

1. Welcome students and visitors to the building
2. Perform clerical duties as necessary including but not limited to answering phones, taking messages, making copies, organizing materials, and checking mail.
3. Research and provide resources to parents as needed or requested
4. Oversee PreK written and electronic communications between the school and home
5. Assist children in the restrooms during class times
6. Maintain accurate records of financial expenditures and communicate with the district bookkeeper.
7. Coordinate and plan arrangements for Parent Nights and Field Trips
8. Maintain accurate attendance records for daily attendance, Field Trips, and Parent Nights
9. Maintain accurate records in Skyward including attendance daily
10. Stock, repair and run lending library
11. Maintain transportation records and communicate changes and field trips with the transportation director
12. Handle minor medical issues and report any injury/contagious illness to the district nurse
13. Organize and prepare for PreK screenings including promotional materials, necessary paperwork, etc.
14. Develop relationships with parents/guardians to promote positive communication between school and home
15. Maintain files on all students and keep updated records and communicate any changes with grade school office
16. Other duties assigned by the Grade School Principal

## **Post-Secondary Planning and Success Coordinator**

**Job Goal:** To help all students develop skills in the areas of educational planning and career and vocational development.

### **Qualifications:**

- Minimum 1-3 years experience and successful track record of post-secondary planning with youth and families required
- Experience applying a strengths-based approach to youth development
- Proven track record of building and managing relationships with multiple stakeholders, including partner programs and schools
- Experience helping students negotiate federal and institutional financial aid requirements
- Experience working within high school age students preferred

### **Skills:**

- Ability to develop impactful relationships with students/families while maintaining professional boundaries
- Ability to develop relationships with multiple constituencies, including school personnel and other community-based organizations
- Exceptional attention to detail
- Excellent verbal, written and interpersonal communications skills
- Strong analytical skills
- Well versed in Google Docs and Skyward preferred

### **Education/Training:**

- Bachelor's Degree required
- Degree in education, counseling, human services, human resources, or related field preferred
- Position does not require teaching license

**Reports To:** Building Principal

**Work Schedule:** 190 days; The PreK Parent Educator works all days of student attendance during the school calendar and 10 days in the summer as arranged between he/she and the Grade School Principal.

**Compensation:** As per the Board of Education Policy, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law shall not work overtime without prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary and benefits will be approved before July 1st of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allows for fourteen (14) Sick Days per year and three (3) personal days. Further information regarding the qualification for and use of Sick Days, Vacation, Holiday, and Leaves can be found in Illini Central Board Policy 5:330. This position shall be granted three (3) days per death as bereavement leave with no deduction from accumulated sick or personal leave. Days shall be utilized in the event of a death in the employee's immediate family as defined in 7.1 of the Teachers' bargaining agreement. These days do not accumulate.

**Absences:** Absences must be reported in a timely manner consistent with the expectations of the immediate supervisor.

**Evaluation:** The Post-Secondary Planning and Success Coordinator will be evaluated annually, preferably before the annual salary review by the Superintendent. The Principal shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and employee cooperation. The Post-Secondary Planning and Success Coordinator shall receive a copy of the annual evaluation, and the evaluation shall comply with State and federal law.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

#### **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF POST-SECONDARY PLANNING AND SUCCESS COORDINATOR:**

1. Serve as the primary source of and/or oversee mentoring and college career planning for high school students, including:
  - a. Oversight and execution of the Capstone Project;
  - b. Conduct effective regular student check-ins (both in-person and via phone/social media);
  - c. Managing the college planning function;
  - d. Planning and leading students on college visits;
  - e. Monitoring students' academic performance and progress toward postsecondary planning milestones, identifying and addressing personal and academic obstacles to success;
  - f. Helping students (including students who may be ineligible for financial aid) determine post-secondary opportunities;
  - g. When appropriate, identifying and assisting with determining options for disenfranchised students;
  - h. Recruitment & registration of students for college- or career-related events and workshop;
  - i. Collaborating with high schools and partner programs regarding "shared" students.
2. Actively promote and support family engagement, including:
  - a. Educating families regarding the post-secondary planning process and financial aid:
    - i. Conducting regular check-ins with parents/guardians in person and via phone/social media;
    - ii. Coordinating/facilitating and recruiting families to relevant workshops;
  - b. Serving as the liaison between parents and high schools, building trusting relationships and assisting parents by minimizing barriers;
  - c. Acting as a resource for families, helping them identify additional services or needed support; and
  - d. Participating (with student's support staff) in parent/teacher meetings regarding academic matters (including Individualized Education Programs).
3. Provide additional support for alumni to ensure a smooth transition from high school to post-secondary education, including:
  - a. Maintaining contact with select high school graduates, providing guidance/problem solving as needed;
  - b. Assisting students who are not matriculated into a post-secondary endeavor with college/career advising; and
  - c. Assisting with alumni data tracking.
4. Help with curriculum development and implementation, including:
  - a. The development and documentation of The Capstone Project;

- b. Creating and documenting strategies for advising students/families through the financial aid process;
  - c. Expanding the catalog of college scholarships opportunities;
  - d. Planning and assisting with the execution of college and career-focused workshops/events, including early awareness, exploration, advising and college visits;
  - e. Managing and sharing an arsenal of information, resources, and opportunities that promote a successful transition to post-secondary education; and
  - f. With oversight from the principal and in collaboration with other IC staff, managing existing and developing new partnerships with community-based organizations and other resources related to post-secondary planning, including college/university personnel.
5. Support academic programming and success, including:
    - a. Assist in the development and implementation of the master schedule.
    - b. Implement all schedule changes after consulting with faculty and receiving approval.
    - c. Assist in the administration of all vocational, dual credit, tech prep, advanced placement, and like programs.
    - d. Serves as the building testing coordinator for ASVAB and college-prep testing.
    - e. Maintaining accurate four-year plans for high school students;
    - f. Maintaining an accurate course description guide for high school;
    - g. Monitoring student academic progress for credit attainment in the high school; and
    - h. Meet with students failing courses on a regular basis.
  6. Engage in a variety of collaborative activities with team members, including:
    - a. Daily communication either written/verbal;
    - b. Regular team meetings;
    - c. Exchange, sharing and usage of resources/expertise offered by team members to maximize outcomes for students;
    - d. Participation in group efforts, including grades collection, newsletters, mailings, special events, etc.
    - e. Assist with curriculum planning, facilitation, and staffing of other college prep events and student and family workshops;
    - f. Diligent data collection, record-keeping, and logging;
  7. Perform such other duties as may be assigned by Building Principal.

## Paraprofessional

**Job Goal:** To assist classroom teachers in the instruction, supervision, and training of students.

### Qualifications:

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities
3. Illinois Paraprofessional Educator Licensure

### Requirements for Paraprofessional Educator Licensure:

4. At least 19 years of age to serve students in grades PK-22.
5. Beginning January 1, 2023, individuals who are 18 years of age may qualify for the ELS-Paraprofessional to serve students PK-8 by meeting the requirements outlined below.
6. One of the following required:
  - a. Associate's degree or higher
  - b. 60 semester hours of coursework
  - c. High School Diploma or GED and a score of 460 or higher on the ETS Parapro
  - d. High School Diploma or GED and the following scores on the ACT Workkeys:
    - i. Applied Mathematics/Applied Math (with a score of 4)
    - ii. Reading for information/Workplace Documents (with a score of 4)

**Report to:** Building Principal/Classroom Teacher/Special Education Coordinator

### Contract Related Items

Work Schedule: Contracted to work all days of student attendance. Additional days will be determined by the administration of the district and building. Daily schedule will be set by the building principal.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the building principal no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The paraprofessional is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the paraprofessional.

Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF PARAPROFSSIONAL**

1. Assist the teacher in implementing sound educational strategies.
2. Participate in daily and long-range lesson and classroom activity planning.
3. Provide clerical support functions such as filing, transcribing, typing, etc. to the classroom teachers.
4. Conduct learning exercises with individual or a small group of students.
5. Assist in maintaining individual records for each student.
6. Assist with supervision of students during free time, including lunch, playground activities and before or after school.
7. Provide escort and assistance to students as necessary.
8. Participate in the implementation of discipline procedures.
9. Inform teachers and administrators of special needs of individual students.
10. Assist in the implementation of a student's IEP where appropriate.
11. Monitor student's academic and social progress.
12. Monitor student's behavior in the classroom.
13. Assist the teacher with implementation of a rewards and consequences program for student behavior.
14. Assist the teacher in maintaining work and study areas.
15. Assist the teacher in providing a welcoming learning environment.
16. Assist the teacher in scoring, correcting, and returning of students work.
17. Assist in the administration of all state, federal and local testing.
18. Guide students in developing positive relationships with peers and adults.
19. Serve as source of information and help to any substitute teacher assigned in the absence of regular teacher.
20. Perform other duties as assigned by the classroom teacher or the building principal.

## District Administrative Assistant

**Job Goal:** The District Office Administrative Assistant will perform administrative assistant duties and manage district resources to support educational goals. The District Office Administrative Assistant will complete the detailed and written work and coordinate other matters essential to the efficiency and effectiveness of the District Office.

**Qualifications:** Any combination of education and experience providing the required knowledge and skills is qualifying.

Knowledge of

1. Current office practices and procedures.
2. Operations, procedures, specific rules, and precedents of the office.
3. Record-keeping techniques.
4. Operation of a computer, related software, and standard office equipment.
5. Correct English usage, grammar, spelling, punctuation, and vocabulary.
6. Oral and written English communication skills.
7. Interpersonal skills including tact, patience, and courtesy.

Ability to:

1. Compile and verify data, maintain records, and prepare reports.
2. Compose correspondence and written materials accurately and independently.
3. Ability to assume responsibility for the implementation of the payroll/financial system.
4. Work independently with little direction to meet schedules and timelines.
5. Exercise sound judgment, including handling confidential matters with discretion.
6. Work cooperatively with both adults and children

**Benefits:** District Paid Single Medical, Family Dental, Family Vision, Life Insurance

**Retirement:** Illinois Municipal Retirement Fund (IMRF)

**Report to:** District Superintendent

### **Contract Related Items:**

Work Schedule: 12-month position (260 days)

Compensation: As per the Board of Education Policy, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law shall not work overtime without prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary and benefits will be approved before July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allows for fourteen (14) Sick Days per year, three (3) personal days, and ten (10) vacation days. Further information regarding the qualification for and use of Sick Days, Vacation, Holiday, and Leaves can be found in *Illini Central Board Policy 5:330*. This position shall be granted three (3) days per death as bereavement leave with no deduction from accumulated sick or personal leave. Days shall be utilized in the event of a death in the employee's immediate family as defined in 7.1 of the Teachers' bargaining agreement. These days do not accumulate.

Absences: Absences must be reported in a timely manner consistent with the expectations of the immediate supervisor.

Evaluation: The District Office Administrative Assistant will be evaluated annually, preferably before the annual salary review by the Superintendent. The Superintendent shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and employee cooperation. The District Office Administrative Assistant shall receive a copy of the annual evaluation, and the evaluation shall comply with State and federal law.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

**PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DISTRICT OFFICE ADMINISTRATIVE ASSISTANT:**

1. Coordinates and performs school and/or District office activities, acting as contact and reference source for staff, students, parents, and the public.
2. Performs technical, secretarial, and administrative tasks for the Superintendent and other District Office personnel.
3. Manages the accounts payable for the District.
4. Assist Auditors in preparation of the annual statement of affairs for publication
5. Takes messages and manages school site, administrator, and District calendars, both printed and online.
6. Processes and routes incoming and outgoing mail.
7. Schedules meetings, conferences, and appointments; arranges travel accommodations.
8. Interprets and applies rules and regulations as appropriate.
9. Receives complaints from parents and the general public and responds according to established procedures and guidelines.
10. Attends meetings and prepares minutes and summaries of action taken as requested.
11. Prepares and maintains confidential records, files, and information.
12. Researches, compiles information, and computes statistical data for federal, state, county, and District reports and special projects as assigned.
13. Serves as the backup bookkeeper and performs any bookkeeper tasks associated with the specific position.
14. Monitors site and District supplies and inventory.
15. Prepares and processes invoices for vendor payment.
16. Assists with student enrollment processes.
17. Oversees proof of residence process.
18. Assists with human resources duties, including maintenance of personnel files.
19. Support financial responsibilities of the bookkeeping office
20. Oversee human resource responsibilities of the district office
21. Makes reports of suspected child abuse or neglect.
22. Other duties assigned by the Superintendent

## **Building Administrative Assistant**

**Job Goal:** To assist and coordinate efforts within the building office in the service of both certified and non-certified staff members and the building principal for the creation of an effective school environment.

### **Qualifications:**

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities

**Report to:** Building Principal

### **Contract Related Items:**

Work Schedule: Contracted to work all days of student attendance. Additional days will be determined by the administration of the district and building. Daily schedule will be set by the building principal.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the building principal no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Building Administrative Professional is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Building Administrative Professional.

Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF BUILDING ADMINISTRATIVE PROFESSIONAL**

- Serve as the first line of communication between the community and the school building. Must maintain a positive, professional attitude when dealing with the community.
- Maintain all student records, including records for all former students in line with Illinois School Code requirements.

- In accordance with handbook policy, assist in contacting the of parents or guardians of students who are absent.
- Help instructional staff with the securing of supplies and copying of materials where appropriate.
- Perform a variety of secretarial and clerical duties for the administrator and independently completes a variety of tasks.
- Update administration and staff on any situation or circumstances having an impact on school operations.
- Prepare daily, weekly, and quarterly attendance reports for teachers and administration.
- Prepare deposits for all ticket sales revenue.
- Prepare revenue and expenditure reports associated with building activity funds with related reconciling of accounts.
- Prepare daily and weekly announcements, calendars, etc. both in writing and on the school's webpage.
- Assist in the development and preparation of required state, local, and federal reports.
- Establish and prepares the registration process and procedures annually.
- Assist administration and guidance staff with transfer student registration.
- Assist administration and guidance staff in keeping student file's current.
- Assist in the processing of records requests of former/transfer students.
- Maintain an adequate supply/inventory of materials for efficient school operations.
- Distribute and processes school and US mail.
- Supervise student office workers.
- Type correspondence for principal when requested.
- Act as school nurse in the absence of regular nurse.
- Perform other duties as the principal may direct.

## **Campus Monitor**

**Job Goal:** To assist and coordinate efforts within the building office in the service of both certified and non-certified staff members and the building principal for the creation of an effective school environment.

### **Qualifications:**

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities

**Report to:** High School Principal

### **Contract Related Items:**

Work Schedule: Contracted to work all days of student attendance. Additional days will be determined by the administration of the district and building. Daily schedule will be set by the building principal.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the building principal no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Campus Monitor is under the direct supervision of the High School Principal. An annual written evaluation shall be conducted with a copy going to the Campus Monitor.

Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

### **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF CAMPUS MONITOR**

1. Monitor live and recorded surveillance systems to ensure the safety of students, staff, and visitors.
2. Observe for and promptly report suspicious behavior, safety concerns, or policy violations to administration.

3. Conduct routine visual checks of hallways, entrances, common areas, and exterior grounds (via camera systems and physical presence as assigned).
4. Maintain awareness of daily schedules, events, and building usage to identify irregularities.
5. Monitor and manage secured entry points to ensure all exterior doors remain locked and controlled in accordance with district procedures.
6. Ensure adherence to district expectations regarding restricted access areas.
7. Respond promptly to safety concerns, emergencies, or calls for assistance following district protocols.
8. Accurately document incidents, including time, location, individuals involved, and actions taken.
9. Communicate concerns to administration, school resource officers (if applicable), or emergency personnel when necessary.
10. Assist in investigations by reviewing footage and providing factual summaries.
11. Support safe and orderly student movement during arrival, dismissal, passing periods, and events.
12. Maintain a visible, approachable presence that promotes a safe and respectful school climate.
13. Reinforce school expectations in alignment with the Student Handbook and district policies.
14. Demonstrate knowledge of district safety plans, including lockdown, evacuation, shelter-in-place, and reunification procedures.
15. Assist staff and administration during drills and real emergencies.
16. Maintain situational awareness during heightened alerts or incidents.
17. Communicate clearly and professionally with staff, students, visitors, and law enforcement.
18. Work collaboratively with office staff, administration, and safety personnel to ensure consistent procedures.
19. Follow all district policies, including confidentiality, student conduct, and safety procedures.
20. Demonstrate reliability, punctuality, and sound judgment in all situations.
21. Maintain a calm, composed demeanor, especially in high-stress situations.
22. Participate in required training (e.g., safety procedures, de-escalation, mandated reporting).
23. Retrieve and review video footage as requested by administration.
24. Report equipment malfunctions or security vulnerabilities promptly.
25. Contribute to a culture of continuous improvement in district safety procedures.
26. Perform other duties as the building principal may direct.

## **Counseling and Extracurricular Administrative Assistant**

**Job Goal:** To assist the school counselor and building principal with duties related to educational planning and career and vocational development.

### **Qualifications:**

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities

**Report to:** Building Principal

### **Contract Related Items:**

Work Schedule: Contracted to work all days of student attendance. Additional days will be determined by the administration of the district and building. Daily schedule will be set by the building principal.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the building principal no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Counseling and Extracurricular Administrative Professional is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Building Administrative Professional. Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF COUNSELING AND EXTRACURRICULAR ADMINISTRATIVE PROFESSIONAL**

The position of Counseling and Extracurricular Administrative Professional may vary depending on the building, grade level serviced, or other factors identified by the administration or Board of Education. Below are performance responsibilities that Building Level Counselors may be asked to accomplish in accordance with their position:

1. Assist in planning and organizing activities related to the Capstone Project: plan field trips, college visits, recruiter visits, Career Fair, Reverse Career Fair, Mock Interviews, etc.
2. Monitor student completion of graduation requirements and Capstone Project activities.

3. Assist in planning Red Ribbon Week activities.
4. Assist in planning and organizing activities related to PBIS.
5. Assist with the organization of Freshman Orientation and Sixth Grade Orientation programs.
6. Assist in the development and organization of the buildings' Awards Ceremonies.
7. Weekly share student eligibility for athletics and extracurricular activities.
8. Assist counselor in planning for standardized testing.
9. Provide student supervision as needed.
10. Assist athletic director with clerical duties.
11. Assist athletic director with special event planning.
12. Complete athletic compliance for students' physicals, paperwork, and fees.
13. Assist administration and counseling staff with transfer student registration.
14. Assist administration and counseling staff in keeping student files current.
15. Assist in the processing of records requests of former/transfer students.
16. Assist in clerical duties.
17. Perform other duties as the building principal may direct.

## **Food Services Worker**

**Job Goal:** To provide assistance to the Director of Food Services in the preparation of daily meals, the monthly lunch program, appropriate ordering of commodities and food stuffs, and the cleanliness of the kitchen and surrounding areas.

### **Qualifications:**

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities

**Report to:** Director of Food Services

### **Contract Related Items**

**Work Schedule:** Contracted to work all days of student attendance. Additional days will be determined by the administration of the district and building. Daily schedule will be set by the Director of Food Services.

**Compensation:** As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

**Absences:** Absences must be run through by the Director of Food Services no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

**Evaluation and Supervision:** The District Cook is under the direct supervision of the Director of Food Services. An annual written evaluation shall be conducted with a copy going to the Food Services Worker.

Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF FOOD SERVICES WORKER**

1. Prepares menu items using standardized recipes.
2. Weighs and measures accurately
3. Prepares ala carte items as directed by the Director of Food Services.
4. Keeps working areas and equipment in a clean and sanitary condition.
5. Assists in care and maintenance of equipment.
6. Is responsible for total cleaning of the entire kitchen on a daily and bi-weekly basis.
7. Reports to work at designated time and is in regular attendance.
8. Is neat and appropriate in appearance.
9. Adheres to all safety and sanitation rules and regulations.
10. Adheres to all Illini Central Community Unit School District School Lunch Policies.
11. Spends at least 10% of time in adhering to the risk management of the kitchen.
12. Is able to lift up to 40 pounds or has sought appropriate accommodations from the Director of Food Services.
13. Abides by all work rules, procedures, and guidelines as listed in the Illini Central Board of Education Policy Manual.
14. Performs other duties as assigned by the Director of Food Services.

## District Bus Driver

**Job Goal:** To safely transport students to and from school and to all district related activities.

### Qualifications:

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities
3. Have passed all required testing measures and holds a valid Illinois Certified Driver's License

**Report to:** Transportation Director

### Contract Related Items

Work Schedule: Contracted to work all days of student attendance. Additional days will be determined by the administration of the district and building. Daily schedule will be set by the Director of Transportation.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the Director of Transportation no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The District Bus Driver is under the direct supervision of the Director of Transportation. An annual written evaluation shall be conducted with a copy going to the District Bus Driver.

Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF BUS DRIVER**

1. Must meet Illinois Revised Statutes, Ch. 95 ½, paragraph 6-106 which specifies the requirements to become and remain a school bus driver in Illinois.
2. Must pass test covering knowledge of bus driving rules, regulations and laws.
3. Must attend yearly 2-hour refresher course.
4. Must pass yearly physical examination and drug testing.
5. Must participate in the random drug testing program.
6. Must complete a daily pre-trip inspection report before and after each trip of each day and anytime a different bus is driven.
7. Must notify the Director of Transportation, in writing, of any mechanical problems with a bus, on a daily basis.
8. Must work with the Director of Transportation to schedule preventative maintenance each 3,000 miles (oil change).
9. Must keep bus clean both inside and out.
10. Must be capable of maintaining adequate discipline to assure the safety of the passengers.
11. Must report gross disobedience or misconduct to the Director of Transportation using "School Bus Incident Report".
12. Must notify the Director of Transportation immediately if there is a breakdown.
13. Must notify the Director of Transportation immediately if there is a school bus accident.  
Make a list of all students on the bus at the time of the accident.
14. Other duties as assigned by the district Director of Transportation or general administration.

## **District Bus Monitor**

**Job Goal:** To safely transport students to and from school and to all district related activities.

### **Qualifications:**

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities

**Report to:** Director of Transportation

### **Contract Related Items**

Work Schedule: Contracted to work all days of student attendance. Additional days will be determined by the administration of the district and building. Daily schedule will be set by the Director of Transportation.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the Director of Transportation no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The District Bus Monitor is under the direct supervision of the Director of Transportation. An annual written evaluation shall be conducted with a copy going to the District Bus Monitor.

Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

*Further information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

### **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DISTRICT BUS MONITOR**

1. Must attend yearly 2-hour refresher course.
2. Must help keep bus clean both inside and out.

3. Must be capable of maintaining adequate discipline to assure the safety of the passengers.
4. Must give adequate notice for requested time off to the Director of Transportation in a manner consistent with department expectation.
5. Must remain on the bus until all students have departed. This is unless there is an emergency at which time you would serve in the assistance of the District Bus Drive, Director of Transportation, and emergency personnel.
6. Comply with all directions or other duties assigned by the Director of Transportation. May be asked to fulfill other duties on the bus by the driver, which should fall in line with Director of Transportation or general administration expectation.

## **Custodian**

**Job Goal:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

### **Qualifications:**

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities

**Reports to:** Director of Building and Grounds

### **Contract Related Items**

Work Schedule: 12 month position (260 days)

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary and benefits will be approved prior to July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year and three (3) personal days. Vacation Days are determined based on longevity in the district. Further information regarding the qualification for and use of Sick Days, Vacation, Holiday, and Leaves can be found in *Illini Central Board Policy 5:330*.

Absences: Absences must be reported in a timely manner consistent with the expectation of the immediate supervisor.

Evaluation: Custodial Staff Members will be evaluated on an annual basis. The Building Principal shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and cooperation of the employee.

Custodial Staff Members shall receive a copy of the annual evaluation and the evaluation shall comply with State and federal law.

Evaluation and Supervision: The Building Custodian is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Building Custodian.

Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

**PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF CUSTODIAL STAFF MEMBER**

1. Responsible for the overall cleanliness of the building.
  - a. Performs major cleaning tasks such as: vacuuming, sweeping, dusting, mopping, emptying trash, cleaning chalk/white boards, etc.
  - b. Cleaning restrooms, including floors, and all fixtures (urinals, toilets, sinks, mirrors, partitions, etc.)
  - c. Washes windows and sills.
  - d. Establishes and completes floor buffing cycles and carpet shampooing cycles.
  - e. Upkeep of grounds as needed. Removal of trash, weeds, and/or snow from designated areas when applicable.
2. Responsible for preventative maintenance of the building.
  - a. Performs ongoing tasks, replacing light bulbs, filling dispensers, etc.
  - b. Establishes and completes schedule for the changing of filters in all air-handling units.
  - c. Completes minor building repairs and reports major repairs needs to building administrator.
  - d. Completes faculty request of maintenance issues after securing administrator approval.
  - e. Assists administration in determining and completing painting needs throughout the building.
3. Prepares requests for custodial supplies and equipment for building operations and maintains inventory of supplies and equipment.
4. Organizes special function setups such as games, dances, concerts, etc. during the week and/or weekend.
5. Accepts and assists in all product deliveries.
6. Assembles furniture and equipment as needed.
7. Maintains the security of the building by seeing that doors and windows are locked, lights are out.
8. Performs other duties as the administration or directors may direct.

## **General Maintenance Worker**

**Job Goal:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

### **Qualifications:**

1. High School diploma/equivalent
2. Demonstrated aptitude/competencies for assigned responsibilities

**Reports to:** Director of Building and Grounds

### **Contract Related Items**

Work Schedule: Contracted to work all days of student attendance. Additional days will be determined by the administration of the district and building. Daily schedule will be set by the Director of Maintenance.

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary is set by the Illini Central Board of Education. New salary begins on July 1 of each year. Insurance is available to district employees in accordance with district insurance policy. This position allots for fourteen (14) Sick Days per year with accumulation up to 240 days for full or part-time educational support personnel who work at least 600 hours per year. Staff members in this category also receive three (3) personal days per year that can be rolled over into sick days for accumulating if not used.

Absences: Absences must be run through by the Director of Maintenance no later than sixty (60) minutes prior to the start of the school day. *Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The General Maintenance worker is under the direct supervision of the Director of Maintenance. An annual written evaluation shall be conducted with a copy going to the General Maintenance Worker.

Any checks in the *Does Not Meet Expectations* category will result in an overall rating of "Does Not Meet Expectations". An overall rating of "Does Not Meet Expectations" will result in a written plan to help the employee meet expectations or dismissal depending on the severity of the deficiency.

*Further Information may be obtained by referencing the Illini Central CUSD 189 Board of Education Policy Manual*

## **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF GENERAL MAINTENANCE WORKER**

1. Responsible for assisting with the opening of each building.
2. Responsibilities for daily cleaning are, but not limited to: the gymnasium, locker rooms, all purpose room; kitchen flooring;
3. Provides supervisor a schedule of a daily task list and a schedule of an extraordinary day task list
4. Shovels snow, plows, and sands walkways, driveways, parking areas, and steps as appropriate upon the Director of Maintenance
5. Moves furniture and or equipment within buildings as required for various activities and as directed by the Director of Maintenance
6. Sees that the gymnasium floor is cleaned and refinished over the summer
7. Repairs and maintains desks, chairs, tables
8. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity
9. Responsible for the safe condition and operation of the heating systems in all school buildings
10. Makes minor building repairs as he/she is capable
11. Coordinates the scheduling of outside maintenance in conjunction with the Director of Maintenance as needed and provides unit office with cost estimates prior to completion of repairs
12. Maintains and initiates a regular maintenance schedule for all motors and electrical equipment
13. Maintains the refrigeration system in the cafeteria
14. Maintains the hazardous material emergency information
15. Maintains all school cleaning equipment
16. Conducts periodic inspections and tests all electrical installations in the school to ensure their safe condition
17. Keeps an inventory of maintenance supplies on hand and requisitions such needed replacements far enough in advance so that they may be utilized
18. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the Superintendent or Director of Maintenance
19. Conducts and initiates an ongoing program of general maintenance, upkeep, and repair
20. Complies with local laws and procedures for the storage and disposal of trash, rubbish, waste, and hazardous materials
21. Regularly inspects the building for safety hazards and sees to immediate address thereof
22. Promotes high standards of safety and good housekeeping methods in all work connected areas
23. Has responsibility to maintain order and direct students in their assigned classroom
24. Sees that storage areas are maintained in a clean and orderly fashion
25. Completes other assignments or tasks as assigned by either the Director of Maintenance or District Superintendent