



North Cook Intermediate Service Center

Job Description

NCYAA Math Teacher – Maternity Leave Coverage

(August 7th through December 22nd – estimated)

Qualifications

Applicants for the full-time position (temporary) of Maternity Leave Math Teacher at [North Cook Young Adult Academy \(NCYAA\)](#) must have a valid and current substitute teaching license, the ability to teach 90 days on the license and knowledge and competency in Algebra, Geometry and Algebra II. Preference will be given to candidates who possess special competencies which will enhance the quality of the North Cook Young Adult Academy program. These specialized competencies may include multiple Illinois State teaching certifications and/or experience working in innovative programs with a proven record of success.

Responsibilities

Instruction/Classroom Teaching

- Implements the individualized program established for each student in his/her Alternative Education Program (AEP) or Student Success Plan (SSP)
- Through use of approved curriculum, provides instruction in specific skill areas to a diverse student population
- Prepares appropriate supplemental instructional materials and experiences which will enhance learning opportunities for all students
- Assesses student learning
- Utilizes a variety of teaching techniques/modalities
- Engages students in the learning process

Professional Responsibilities

- Holds students accountable for their academic performance
- Maintains up-to-date and accurate records, including, but not limited to: a grade book, contact log sheets, progress reports and report cards
- Prepares for and participates in parent/teacher conferences
- Communicates with parents about student progress and/or problems
- Serves as primary contact for parents of homeroom students
- Attends all staff meetings and professional development seminars
- Fully and consistently adheres to all policies and procedures delineated in the *North Cook Young Adult Academy Policy Manual* and the *NCISC Policy Manual*
- Fulfills other responsibilities, as assigned by supervisory personnel

Learning Environment

- Supports fellow staff members
- Assists students in feeling vested in their own learning processes
- Holds students accountable for their behavioral performance
- Assists with behavior management when not teaching classes
- Implements behavior management plans
- Maintains a learning environment (classroom and school)

Compensation and Terms of Employment:

Compensation for the full-time position of Maternity Leave Math Teacher will be on a per diem basis, based on the applicant's experience. This is a TRS position.

The NCYAA serves our at-risk youth, their families, and their school districts. The NCYAA family takes great pride in its compassionate academic and social & emotional service to its students and families. The North Cook Young Adult Academy is an equal opportunity employer.

Application Procedure:

Individuals interested in applying for this position must complete the [online application](#) in its entirety and include a personalized cover letter describing the applicant's skills and reason that they believe that they would be an ideal candidate for this position, resume, and a list of at least three professional references.

For questions regarding this position, please contact:

Jeremy Paul, Principal

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