



JOB DESCRIPTION

Job Title	Credit Recovery Program Teacher
Department	Teaching and Learning
Reports To	Director of Academic Services
Classification	Certified
Location	High School
Salary	Timecard
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Credit Recovery Program Teacher provides facilitation and instruction to student enrolled in the Credit Recovery program. Teachers will provide instruction based on individual needs and necessary learning experiences.

Essential Job Functions

- Implement Board policies.
- Plans and delivers curriculum in required content area using culturally responsive practices.
- Prepares to facilitate online learning modules, activities, assignments, assessments, and materials that follow curriculum guidelines.
- Provides timely feedback on summative and formative assessments to allow students to improve skills necessary for post-secondary success.
- Meets with students outside of classroom instruction time in order to provide extra instruction as needed.
- Collaborates and communicates with colleagues, students, and families to determine best practices and strategies for improving student achievement.
- Attends to classroom management issues and concerns.
- Regularly reports student progress and completes other record-keeping duties.

Ancillary Job Functions

- Attends all staff meetings and required professional development.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Education or a related field.
- Wisconsin teaching certification in respective content area(s).

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- One or more years of teaching experience.
- Master’s degree in Education or other related field.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of effective instructional practices and classroom management techniques.
- Excellent lesson planning, curriculum planning, organizational, and assessment skills.
- Excellent communication skills and ability to interact effectively.
- Ability to work with students and families of diverse backgrounds.
- Ability to assess and critique student work to improve learning.
- Understanding of child/adolescent psychology, social and emotional development, and individual learning styles.
- Ability to develop effective relationships and communicate with parents, social workers, counselors, and resource teachers regarding student progress.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to work a flexible schedule including afternoons, evenings, and weekends as needed.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.