



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Credit Recovery Facilitator
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	Credit Recovery Coordinator

Position Summary:

SLPS is seeking talented Educators with a broad base of knowledge in curriculum and pedagogy. In this position, facilitators are expected to plan, organize and deliver programs of instruction that support the premise/core belief that all children can learn and implement activities that promote the learning goals and academic expectations. Our diverse student population deserves and appreciates facilitators who are committed and who have a passion for their work.

Essential Functions:

- Meet and instruct assigned classes in the locations and at the times designated
- Plans a program/lesson of study that, as much as possible meets the individual needs, interest, and abilities of the students
- Prepare for classes assigned and show written evidence of preparation upon request of the administrator
- Demonstrate an overall knowledge of one's discipline(s) that allows him/her to teach to the student's ability levels and learning styles
- Maintain accurate, complete and correct records as required by law, district policies and administrative regulations
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students
- Encourage students to set and maintain standards of classroom behavior
- Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives
- Assess the progress and accomplishments of students on a regular basis and provides progress reports as required
- Communicate expectations, criteria for assessment, student progress, and student strengths/weaknesses to parents and students
- Assesses students' special needs and collaborates with school services and community agencies to meet those needs
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintain confidentiality of information concerning students, colleagues, and parents
- Modifies own professional development plan to improve instructional performance and to promote student learning
- Demonstrate high standards of professionalism and ethics
- Assist in upholding and enforcing school rules, administrative regulations and Board policies
- Perform other task as assigned by building principal

Experience:

- Working with culturally, diverse parents and families in an urban educational setting



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- Collaborating with community agencies
- Serving effectively in a collaborative team setting

Education:

- Graduation from an accredited college or university with a bachelor's degree in an applicable field
- Major, or 24 semester hours, in subject area to be taught
- Missouri Teaching Certificate preferred

Knowledge, Skills, and Abilities:

- Possess knowledge of district policies and mandates related to parent involvement, discipline and student achievement.
- Possess willingness to interact on a personal level with parents.
- Demonstrate organizational skills related to all Essential Functions listed above.
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff and parents in a variety of settings.
- Develop trusting relationships with parents, teachers and students.
- Work effectively on a team and with parents.
- Work collaboratively with peers and others.
- Possess knowledge of various cultures' values, behaviors, beliefs and traditions.
- Possess strong and effective written and oral communication and presentation skills with all constituencies.
- Passionate about improving public, urban education and driven to make a difference.
- Demonstrates initiative and problem solving capabilities.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

