



## EPSD124 Job Description

### Project Tree Teacher

<b>TITLE</b>	<i>Project Tree Teacher</i>
<b>LICENSURE</b>	<i>Professional Educators License</i>
<b>CONTRACT</b>	<i>182 Days</i>
<b>FLSA STATUS</b>	<i>Exempt</i>
<b>REPORTS TO</b>	<i>Building Principal</i>
<b>SUPERVISORY RESPONSIBILITIES</b>	<i>None</i>
<b>EVALUATION</b>	<i>Building Principal</i>

**JOB GOAL:** To provide students with both ELA enrichment and math instruction as per their learning needs. This will include both students identified as part of the District MTSS process as needing math intervention and also students identified as gifted and talented requiring accelerated math/ELA programming.

#### ESSENTIAL DUTIES:

- Provide accelerated core mathematics instruction for students identified as gifted/talented.
- Provide core mathematics supports for students identified through the MTSS process
- Provide ELA enrichment to grades 4-5 based on student need
- Develops, selects and modifies instructional plans and materials to meet the needs of all students
- Plans, organizes and provides necessary acceleration an intervention support based on student need
- Communicates with school personnel and parents of children regarding current levels and rate of progress
- Assists teachers in the referral process of academic support
- Participates in Grade Level Tier meetings to help guide and monitor the progress of each child
- Maintains complete and accurate records of student's progress and evidence of growth and progress
- Provides a nurturing, supportive, and positive learning environment with high expectations that encourage student responsibility, enhance motivation, clearly communicate classroom routines, and incorporate challenging instructional strategies
- Collaborates with administration, classroom teachers, Project Tree teachers and parents
- Performs other duties assigned by the Building/District Administration in accordance with district policies, practices, and procedures aligned to the contractual agreement and/or District Strategic Plan.

#### QUALIFICATIONS:

- Professional Educator License
- Math endorsement preferred
- License Endorsement in Elementary Education (K-9)
- Certificate of good health approved by a licensed physician
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

#### MENTAL DEMANDS

##### *Knowledge*

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability

to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

#### *Ability*

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

#### *Education/Preparation*

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

#### *Reasoning*

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

### **ADOPTED**

### **UPDATED**

2/2025