Classroom Teacher: 0.4 FTE

Work Site Coordinator: 0.6 FTE

Start Date: January 4, 2016

Reports to: Partners for Success Director/Principal

**Application Procedure:**

Application Procedure:  The DuPage Regional Office of Education uses an [on-line application system](http://www.generalasp.com/dupage/onlineapp/jobpostings/view.asp?choosedistrict=true&district=102&all=1) available at [www.dupage.k12.il.us](http://www.dupage.k12.il.us/).  Job postings are found in the School Information tab.  Select "Regional Office of Education Vacancies".   Applicants for Instructor positions are required to complete an on-line application for a posted position, electronically submit three (3) recent, signed professional letters of recommendation, a letter on introduction expressing your interest in teaching CTE at the Partners for Success program, and a copy of a recent resume for consideration. All required documents must be attached to your electronic application; none of the above documents should be sent by mail, faxed or delivered in-person to the DuPage Regional Office of Education.  Official academic transcripts of undergraduate and graduate work must be sent to:

Louisa D’Souza

DuPage Regional Office of Education

421 N. County Farm Road

Wheaton, IL 60187

**Qualifications:**

* Teacher candidate must be a fully Illinois licensed CTE/Cooperative Education
* Site Coordinator candidate must meet Illinois Cooperative Education teacher-coordinator licensure requirements.

**Description of Duties:**

The teacher-coordinator is responsible for planning, developing, implementing, operating, evaluating, and adjusting CE plans. The teacher-coordinator is also responsible for describing and interpreting CE plans to administrators, faculty, students, staff, parents, and the community. In the operation of CE, teacher-coordinators:

1. manage an admission system for students;
2. prepare, deliver, and evaluate related instruction;
3. locate, evaluate, establish, and place students at training stations;
4. develop training plans and agreements to guide the training of each CE student;
5. assist training sponsors with on-the-job instruction;
6. work with advisory councils where appropriate;
7. manage a system of public relations that creates and maintains a desirable public image;
8. use follow-up and other types of data to make operational adjustments;
9. meet State licensure requirements;
10. keep up-to-date with their profession;
11. involve teachers, administrators, and other agency personnel in the operation of the cooperative plan to assure continued support; and
12. maintain a system for evaluating all aspects of the cooperative plan.

In summary, teacher-coordinators work to coordinate the efforts of others to assure that the CE method effectively and efficiently develops within each student the knowledge, attitudes, skills, and habits needed to successfully transition from school-to-career.

**Compensation:**

Salary will be prorated on the basis of daily FTE remaining in the school year not to exceed $20,432

Benefits will be prorated on the basis of daily FTE remaining in the school year.

The work-site coordinator will receive mileage reimbursement at the current ISBE rate, using PFS as the base location.

**Selection Procedure:**

Applications from qualified candidates are reviewed by ROE personnel.  Selected candidates are interviewed by PfS Program Director and ROE personnel.  Approved candidates are forwarded to the DuPage Regional Office of Education Superintendent for final approval.