

Job Description

Title: CADRE Associate

Reports to: Executive Director of Leadership & Strategic Planning and/or Director of Secondary Education

General Summary: Supports the educational programs and services of the district by working with new CADRE teachers, serving as staff developer, serving in unique district-appointed role(s), and by performing university-related work.

Essential Functions:

1. Participates in MOEC CADRE Program and special university projects. (25%)
 - Effectively communicates CADRE Project purpose, policies, and procedures with teachers, administrators, and other interested individuals.
 - Attends regularly scheduled CADRE Associate meetings.
 - Plans, prepares, and facilitates monthly seminars for CADRE Teachers.
 - Assists university faculty with special projects and presentations.
 - Provides assistance to cooperating teachers, university supervisors, co-teachers and/or student teachers.
 - Participates in the CADRE Capstone research project.
 - Collaborates with the CADRE Project Coordinator to continuously analyze program needs and make recommendations for the program.
2. Mentors CADRE Teachers. (25%)
 - Demonstrates and models professional conduct
 - Provides information regarding district and building policies, procedures, and expectations
 - Provides ongoing support, guidance, and discussion
 - Serves as a liaison to district personnel
 - Supports the CADRE Teacher in the areas of Learning Environment, Instruction, and School Community
 - Communicates concerns or problems regarding any portion of the CADRE experience to the CADRE Project Coordinator
3. Fulfills district-assigned responsibilities. (50%)
 - Leadership & Learning Facilitator
 - Curriculum & Instruction MEP Facilitator
4. Other duties as assignment by his/her supervisor

Qualifications:

1. Education Level: Master's Degree
2. Certification or Licensure: Valid Nebraska Teaching Certificate with appropriate endorsements.
3. Experience desired: 5 years successful teaching experience

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing			x
2. Walking			x
3. Sitting			x
4. Lifting <u>25</u> lb. max.....			x
5. Carrying <u>100</u> feet.....			x
6. Pushing / Pulling			x
7. Climbing / Balancing.....			x
8. Stooping / Kneeling / Crouching / Crawling			x
9. Reaching / Handling.....			x
10. Speaking / Hearing			x
11. Seeing / depth perception / color.....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____