



**David Douglas School District #40
Licensed Job Description**

JOB TITLE: Teacher – Title I/Reading

Reports To: Building Principal

Job Purpose Statement/s: The position of Teacher – Title I/Reading is for the purpose of providing a learning environment that fosters and promotes student reading performance to insure student success in academics.

Essential Job Functions:

- **Plan, implement and lead** the Title I reading program.
- **Work** directly with teachers as a coach and mentor of effective strategies in the teaching of reading.
- **Assess and identify** student needs and progress in reading and interpret results with the classroom teacher and the parents.
- **Monitor and track** Title I budget in collaboration with the building administrator.
- **Provide** leadership, support, and coordination in the regular program of reading instruction.
- **Assist** teachers in understanding the assessment and instructional cycle and how that cycle can help them as they develop lessons and organize classrooms for reading instruction.
- **Participate** in the development of a district-wide reading philosophy and curriculum, and interpret it to the school, the staff, and the publics.
- **Guide** the student through the reading process toward the achievement of curriculum outcomes.
- **Assess** students' reading performances and/or skills for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- **Collaborate** with school personnel and parents for the purpose of improving the quality of student performance, developing solutions, planning curriculum and establishing school goals, targets and plans for student achievement.
- **Implement** instructional methods and materials that are most appropriate for achieving stated objectives for instruction and student success.
- **Manage** student behavior for the purpose of creating a classroom environment that is conducive to learning and provides a safe and an optimal learning environment.
- **Prepare** teaching materials and reports (e.g. grades, attendance, anecdotal record, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member.
- **Attend** staff and literacy meetings as well as serve on staff or district committees.
- **Meet** the state standards for competent and ethical performance.

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Other Job Functions:

- **Advise** parents and/or legal guardians of student reading progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals.
- **Manage** classroom assistants
- **Maintain** accurate, complete, and correct records as required by law, district policy, and Administrative Regulations.
- **Confer** with colleagues, administrators, students and/or parents when necessary.
- **Participate** in various meetings (e.g. parent conferences, in-service training etc.) for the purpose of receiving and/or providing information.
- **Other** duties as assigned.

Job Requirements – Qualifications:

- ◆ **Experience Preferred:** Prior job-related experience in Reading.
- ◆ **Skills, Knowledge and/or Abilities Required:**

Skills in successfully teaching reading, planning, developing, and implementing appropriate curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

Knowledge of best practices in reading instructional theory, curriculum, state education code, and district policies.

Abilities to articulate effective reading practices, sit, stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

Education Required: Bachelor's Degree. Reading endorsement required.

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license with Reading endorsement or eligible to obtain. Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred, Bi-Lingual candidate preferred, ESOL endorsement preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar. Salary to be established by collective bargaining agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.