

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: TITLE I TEACHER  
TYPE: Licensed  
REPORTS TO: Principal or Designated Administrator

### POSITION SUMMARY:

The primary purpose of this position is the instruction and supervision of assigned students keeping within the law, board policies, and administrative regulations. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement while considering the developmental level of the individual student. Instruction and supervision include student guidance, classroom management, and knowledge in subject areas taught and District standards. This is demonstrated by appropriate curriculum design, instructional practices, and student progress assessments. Emphasis will be on teaching basic skills in reading and math.

### MINIMUM QUALIFICATIONS:

1. Bachelor's Degree.
2. Criminal history clearance.
3. Valid Oregon Teaching License with Reading and/or Math endorsement (as required).

### ESSENTIAL FUNCTIONS:

1. Coordinates the school's Title I program.
2. Plans and implements a program of study following state and district goals/curriculum that meets the individual needs and development of students.
3. Instructs students directly and guides the learning process toward the achievement of curriculum goals; establishes clear objectives for all instructional units, projects and lessons to communicate these goals and objectives to students.
4. Diagnoses the needs and abilities of assigned students and prescribes appropriate learning activities for each student.
5. Conducts appropriate state and district assessment activities.
6. Assists the classroom teacher(s) in developing instructional programs by providing materials, suggestions, techniques, and resources which the teacher(s) can use with the student(s) in the regular classroom.
7. Establishes and maintains open lines of communication with students and parents/guardians concerning both the academic and behavioral progress of all assigned students.
8. Coordinates parent involvement and volunteer training programs.
9. Assists the administration in implementing all policies and/or rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and school in a fair and just manner.
10. Maintains accurate, complete, and confidential records as required by law, district policy, and administrative regulations.
11. Confers with colleagues, administration, students, and/or parents.
12. Assists parents and community members as needed.
13. Strives to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
14. Coordinates work of assigned support staff.
15. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
16. Operates computer and software programs as related to job responsibilities.
17. Frequent or prolonged standing, walking and sitting.
18. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS

Position Description

Title I Teacher (cont'd)

**OTHER REQUIREMENTS:**

1. This position is primarily performed indoors in school buildings, although, some outdoor instruction and supervision are required.
2. Possible exposure to bodily fluids due to student or employee injury or illness.
3. Evenings and/or extended work hours are often required.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

**TERMS OF EMPLOYMENT:**

Current base work year is approximately 192-202 paid days, subject to change. May include extended contract days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Date

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Employee Signature

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Date