ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
TITLE 1 READING TEACHER

Division: Instruction
Department: Title 1
Immediate Supervisor: Building Principal or Director of Special Education
Prepared by: Personnel Date: February 2004

SUMMARY: The Title 1 teacher promotes and develops successful reading instruction for students and performs related duties in accordance with District policies and terms of the teacher contract. The teacher also maintains a cooperative attitude with staff, parents, and students.

The Title 1 teacher is responsible for group and individual instruction of reading for students who meet state and federal guidelines. The Title 1 teacher supervises and develops lessons for paraprofessionals, and measures student progress.

***QUALIFICATIONS*:**

1. A minimum of a Bachelor's degree in an appropriate field of education.
2. Holds an appropriate license from Teacher Standards and Practices Commission in the State of Oregon (Reading Endorsement).
3. Demonstrates command of oral and written English language.

SUPERVISORY RESPONSIBILITIES:

Students and paraprofessionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. The competent teacher will:
   1. Implement a variety of assessment instruments to determine eligibility and instructional needs of students in reading.
      1.1 Provide pre- and post-assessment data to program supervisor.
   2. Provide a variety of situationally appropriate instructional techniques and methods.
      2.1 Promote high levels of achievement in relation to individual abilities.
      2.2 Use techniques and methodologies appropriate to student abilities.
   3. Demonstrate knowledge of and ability to use research-based principles of effective instruction.
      3.1 Organize instruction using learning objectives with clearly defined student outcomes.
      3.2 Employ teaching strategies congruent with planned student outcomes.
      3.3 Select teaching strategies emphasizing student involvement.
      3.4 Monitor student learning and pace instruction accordingly.
   4. Develop and maintain a classroom environment behavior and communicate those rules to all students.
      4.1 Develop written rules of classroom behavior and communicate those rules to all students.
      4.2 Enforce written rules for classroom behavior.
      4.3 Communicate goals and academic expectations to students.
      4.4 Provide for the health and safety of students in all instructional settings.
   5. Prepare effectively for class.
      5.1 Prepare daily lesson plans.
      5.2 Provide instruction based on District reading standards.
   6. Develop and communicate appropriate progress grading standards to students.
      6.1 Establish written grading standards that are clear and incorporate a variety of graded activities.
      6.2 Assure that grading standards are explained, understood by the students, and available to parents.
   7. Develop and maintain positive interpersonal relationships.
      7.1 Model personal behaviors of honesty, fairness, courtesy and

consideration.
7.2 Maintain a cooperative relationship with administration, staff, students, and parents.
7.3 Communicate with parents, counselors, and students.
7.4 Communicate with classified, certified, and administrative staff.
7.5 Instruct and direct assigned instructional assistants to maximize delivery of instructional services.

8. Provide documentation of student progress.
   8.1 Provide timely and accurate feedback/documentation to students and parents.
   8.2 Maintain appropriate records of student performance.
   8.3 Assign and check homework and provide feedback, when appropriate.
   8.4 Keep parents and teachers informed through written and oral communication.
9. Build motivation and interest in learning.
   9.1 Exhibit personal interest and encourage student interest in the subject area.
   9.2 Maintain an ongoing personal program of professional growth and development.
10. Maintain an ongoing personal program of professional growth and development.
   10.1 Develop and implement annually an approved plan for professional growth and development.
   10.2 Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness.
   10.3 Participate in District sponsored inservice offerings appropriate to assignment.
11. Act as instructional leader in the area of reading.
   11.1 Coordinate and develop the Title 1 program in the school based on guidelines established by the District and state and federal governments.
   11.2 Provide information to teachers about best practices in the area of reading.
   11.3 Assist mainstream teachers in the location and preparation of reading materials.
   11.4 Help develop inservices and learning opportunities for teachers and instructional assistants.
   11.5 Plan activities for Title 1 parents' involvement in the school.
12. Perform other related duties as assigned by the principal and/or superintendent.
   12.1 Perform duties in accordance with District policy and terms set forth in the negotiated agreement.
   12.2 Assist in the enforcement of school and District rules and policies.
   12.3 Assume a share of responsibility for non-classroom student activities with the assigned workday.

SALARY: As negotiated in the SHEA agreement.

EVALUATION: In accordance with negotiated SHEA agreement and district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:

1. In an eight-hour day the employee may:
   a. Stand/walk 3 – 6 hours
   b. Sit 2 – 4 hours
2. The teacher may occasionally:
   a. Bend/kneel/squat/reach

b. Climb Stairs or ladders
c. Use hands for repetitive motions
d. Lift and hold items to forty pounds

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I have read and understand the above requirements of this job description.

Employee Signature _____ **Date**_____

Employee Name (Print) _____