



## TITLE I TEACHER/READING SPECIALIST

**POSITION SUMMARY:** The job of Bilingual Title I Teacher is done for the purpose of providing K-5 Tier 2 reading instruction, flexible groups, assessment and data analysis. This position will support schools in their Title I programs to support the implementation of instruction and assessment of learners needing additional reading support. This position requires a deep knowledge of literacy development, instructional strategies and assessment in both English and Spanish. This position is bilingual Spanish/English required and is funded by the Title I grant.

### MINIMUM QUALIFICATIONS

#### Education, Training, Experience, Licensure and Certification

- Reading Endorsement required, in progress or professional goal to obtain this endorsement within a year
- Bilingual Spanish/English
- Oregon Teaching License
- B.A. degree or equivalent
- Experience Required: Prior job-related experience paid or volunteer with school age children and families
- Current First Aid/CPR or ability to obtain and Bloodborne Pathogen training

#### SPECIAL KNOWLEDGE/SKILLS IN:

- Performing basic clerical functions and perform basic arithmetic calculations
- Operating standard office equipment (including the use of specific computer applications)
- Using English in verbal and written form with knowledge of correct grammar, punctuation and spelling
- Knowledge of designated language (written and oral)
- Principles of child development, instructional processes
- Communicating effectively in both English and designated language
- Understanding and carrying out oral and written instructions
- Meet scheduled deadlines
- Read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations

### MAJOR RESPONSIBILITIES AND DUTIES

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

- Implements reading intervention curriculum in collaboration with school teams focusing on the literacy development needs of emerging bilinguals
- Plans, organizes and implements research-based Spanish language reading assessments and uses that data to inform flexible instructional groups

*Job Description: Bilingual Title I Teacher/Reading Specialist*  
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- Provides professional development for the purposes of growing staff knowledge in Spanish reading development, instruction, and assessment
- Works as a collaborative team member
- Plans and delivers instruction using approved methods for assigned students.
- Provides corrective feedback to students and re-teaches as necessary to ensure that the students have mastered the objectives
- Works closely with other Title staff for instruction and assessment planning
- Utilizes the school's behavior management approach with assigned students
- Conducts research, reads professional literature, reflects, in the subject area of the assignment.
- Uses a culturally responsive approach to instruction
- Implements modifications in a student's education plan that is required by an IEP, 504 Plan, bilingual education program and/or federal, state, and municipal laws
- Participates in IEP meetings, as requested
- Completes written reports and assigned administrative tasks related to these functions
- Consult with other school staff as necessary to complete the functions of the position

### **PHYSICAL REQUIREMENTS:**

- Ability to:
  - Sit, stand or walk for prolonged periods of time
  - Talk and hear conversations
  - Use precise control of fingers and hand movement, often in a repetitive movement such as keyboarding
  - Reach for and handle objects
  - Use close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- Regular focus on a computer screen
- Bending, stooping, kneeling and lifting up to 15-45 pounds may also be required on occasion

### **WORKPLACE EXPECTATIONS:**

- Maintaining regular and punctual attendance. In case of an absence site and/or district protocol for reporting absences is followed
- Maintaining appropriate confidentiality regarding information relating to students, staff, and district operations
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercising prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronic systems and applications related to the position
- Participate in required meetings and trainings related to the position
- If employee is bilingual, interpretation, translating documents, and/or communicating orally in the second language may be requested
- Cultivate and model a respectful working and learning environment

*Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment.  
Gresham-Barlow provides equal access to individuals with disabilities.*

*I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned. If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district HR Department regarding the requested accommodation(s).*

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**Employee Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**