



## NEW MIAMI BOARD OF EDUCATION JOB POSTING

**TO:** Any Qualified Applicant (Internal and External Posting)  
**FROM:** New Miami Board of Education Office  
**DATE:** January 12, 2024

We are now accepting applications for the 2023-2024 school year for the vacancy of:

**Position:** Building Substitute Teacher Full Time

**Location:** New Miami Middle/High School

**Qualifications:**

- Bachelor's Degree.
- Valid driver's license.
- Willingness/ability to teach in a co-teaching setting and small group setting.
- Previous experience in the classroom preferred.
- Neat, well groomed, professional appearance. Good health, high moral character, good attendance record, and a pleasant disposition.
- Satisfactory report from Criminal Records check.

**Date of Employment:** For the 2023-2024 School Year.

**Salary:** Commensurate with training/experience as established by Board Policy.

**Duties:** Job description attached.

**Application Process:** Click [HERE](#) to apply.

### NEW MIAMI LOCAL SCHOOL DISTRICT

#### JOB DESCRIPTION

The New Miami Local School District is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay Act of 1963, Americans with Disabilities Act and Title IX are followed.



## NEW MIAMI BOARD OF EDUCATION JOB POSTING

**TITLE:** Intervention Instructional Tutor

**REPORTS TO:** Director of Curriculum and Instruction

**EMPLOYMENT STATUS:** 29 hours a week @ \$32/hour – 183 Days

### **QUALIFICATIONS:**

- Bachelors Degree in Education Field
- Valid driver's license
- Appropriate State of Ohio teaching certification
- Willingness/ability to teach in a co-teaching setting and small group setting
- Previous experience in the classroom and working with struggling readers preferred
- Must meet the definition of "Highly Qualified" for certification purposes.
- Satisfactory report from Criminal Records check.

### **DESCRIPTION:**

The Intervention Instructional Tutor is responsible for providing high-level literacy learning experiences to struggling readers and writers. Prescribes, teaches, and assesses the course of study that provides tiered levels of support.

### **JOB GOALS**

- Following a process, identify students that are at risk for credit deficiency
- Provide intervention to qualifying students
- Support classroom instruction and learning
- Use data to identify and support growth in student learning.

### **ESSENTIAL FUNCTIONS**

- The Intervention Instructional Tutor will implement evidence-based reading and writing research strategies to enable students to develop the competencies and skills to be successful readers and writers.
- Provides individual and group instruction designed to meet individual needs and motivate students.
- Establishes and maintains standards of student control required to achieve effective participation in all activities.
- Evaluates academic growth of students and maintains appropriate records.

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- Communicates with parents through a variety of means.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning problems.
- Communicates and interacts with students, parents, staff, and community.
- Attends community, parent, student, and other school wide events.
- Consistently assess student achievement through screening, progress monitoring, diagnostic, and performance assessments.
- Administer and interpret assessment data to determine adequate progress, determine those in need of supplemental or intensive intervention.
- Become familiar with the administration and interpretation of in-depth diagnostic measures or additional assessments commonly used in the school.
- Use appropriate core and supplemental intervention materials that align with state standards.
- Know how to use and implement a range of effective strategies as well as analyze instruction.
- Use technology in the teaching/learning/assessing process.
- Assist teachers with the selection of books and other instructional materials to meet students' literacy needs.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Helps instill in students and adults the belief in and practice of ethical principles and democratic values

### **ADDITIONAL WORKING CONDITIONS:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children
- Occasional exposure to hazardous materials or to working conditions which require use of special procedures, precautions, or personal protection equipment as specified by Board policy or OSHA regulations
- Physical and emotional ability and dexterity to perform required work and move about as needed in a fast pace, high-intensive work environment
- Complies with Drug and Alcohol Testing according to any/all federal and state laws/regulations.
- This job description is only to be interpreted as a basic guideline of the job responsibilities. As a district, employees may be required to perform duties as assigned that may not appear in this job

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description. Personnel will be required to follow the instructions and perform the duties required by their supervisor

**TERMS OF EMPLOYMENT:**

Salary shall be determined annually by the Board of Education’s adopted schedule.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

**EVALUATION:**

The Intervention Instructional Tutor shall be evaluated by the Director of Curriculum and Instruction, using the forms and procedures adopted by the Board of Education.

**By signing this document, I am acknowledging that I have received a copy of my job description and understand the duties and responsibilities that are expected of me.**

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

Board Approved

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