

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

TEACHER, TITLE I

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited institution.
- (2) Valid Florida teaching certificate
- (3) Certification in reading preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current educational research. Knowledge of applicable laws, rules, and policies. Ability to communicate effectively orally and in writing. Knowledge of Title I grant requirements. Ability to interact positively with students, parents, and educators. Ability to use technology in Title I instructional program.

REPORTS TO:

Principal

JOB GOAL

To provide each student with appropriate learning experience to help them establish and maintain success in school.

SUPERVISES:

Aides / Assistants assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

- * (1) Determine specific learning problems, or skill deficiencies of students and initiate programs to address these areas.
- * (2) Evaluate each student in terms of initial needs and progress toward learning objectives.
- * (3) Prepare progress reports and year-end evaluations, administering pre-tests and post-tests as appropriate and necessary.
- * (4) Make available a wide range of teaching materials and equipment, including reading materials at many levels, instructional games, resource materials, and the like.
- (5) Counsel students in identifying and dealing with their academic and social problems.
- * (6) Establish and maintain standards of individual student behavior.
- (7) Work closely with other teachers to help students maintain satisfactory class work and homework.
- * (8) Compile and maintain a current listing of Title I students for audit purposes.
- * (9) Perform basic attendance accounting, and prepare and maintain all necessary records and reports pertinent to the Title I program.

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TEACHER, TITLE I (Continued)

- (10) Participate in in-service training to maintain professional competence, and to ensure compliance with federal and State guidelines regarding Title I services. Share such information with faculty and staff as appropriate.
- *(11) Establish and implement Title I parent involvement activities.
- (12) Communicate regularly with parents by means of parent meetings, home visits, open house, and individual parent conferences.
- *(13) Interpret the school's Title I Program to parents in order to strengthen parental understanding of the student's needs and the school's role in meeting those needs.
- (14) Provide individual and small group instruction designed to meet individual needs of students in language arts with emphasis on reading and math.
- *(15) Instruct and supervise Title I aides in scheduling, assigning students groups, and assisting with academic work.
- (16) Select and requisition books, instructional aids, equipment, materials, and supplies as required, working under established budget, school procedures, and program guidelines.
- (17) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and / or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 10