



File #180

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: TITLE I TEACHER (ELA, MATH, SCIENCE, SOCIAL STUDIES)	Building: Elementary/Middle
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: .06 times Master Step 14 salary	Expected # of participants:
Date of Last Program Review: July 2016	

Statement of purpose: *will be the same for all*

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight for all aspects of the co-curricular group.**

Detailed essential function(s) - specific to position: {Refers to the duties and responsibilities of the person in charge of this co-curricular group}

1. Beginning of the year new student testing – Every new student needs to be tested and placed on priority lists.
2. The Leads maintain and updates priority lists based on benchmark assessments.
3. Beginning of the year testing to determine whether a child is on/off track – Every child is tested by the Title Team to determine whether they receive a RIMP.
4. Title I Leads will enter data for RIMPS into Infinite Campus (IC).
5. Title I Leads will assess incoming students using building based or district adopted pre-assessments.
6. Compiles and monitors priority lists students and provides updates quarterly to staff on student progress.
7. Throughout the year, complete all missing data from RIMPS. (missing parent meeting dates, reading status, enter intervention codes onto every RIMP, enter on/off track status, crosscheck our paper RIMPS to the electronic ones. back-date the data of withdrawn students.)
8. Attend all Teacher Based Teams (TBT) mtgs.
9. Required to be a member of the Building Leadership Team (BLT)
10. Attend professional development to assist buildings in implementing building level action plans.
11. Serve as a member of the data based team that works to provide data for building in regards to the building level action plans.
12. Assist with Curriculum Map and Interventions
13. Provide professional development to staff on district initiatives in our buildings.

14. Aid teachers in all district and Ohio State Testing.
15. Provide professional development each year for teachers on DIBELS.
16. Train and organize any volunteer programs in our buildings.
17. Assist counselor with success plans
18. Provide professional development for teachers on how to upload their interventions and assessments in Illuminate Ed.
19. Help all teachers with their F&Ps.
20. Compile and organize the Title Notebook to compliance standards.
21. Assess students at beginning, mid-year and at the end of the year in regards to interventions establish to address student needs.
22. Title I Leads will teach part of the day.

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}

- Throughout the school year

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel

- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.