

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: READING RESOURCE TEACHER

Classification:	Certificated	Work Year:	Teacher Contract
Department:	School Sites	Board Approval:	04/24/2000
Reports To:	Principal	Format Revision:	11/20/2009
Salary Range:	Teacher Salary Schedule		

BASIC FUNCTION:

- A. The Reading Resource Teacher will be responsible for providing reading and language instruction to participants, and to meet the reading objectives, solution procedures, timelines, and evaluation procedures outlined in the District Level Standards.
- B. To support the District instructional program by providing assistance, support and training to classroom teachers.

REPRESENTATIVE DUTIES (A):

- Prevent and correct reading problems in young students at the earliest possible time by using a diagnostic and prescriptive approach with research-based strategies.
- Work effectively in any instructional program within the school; i.e. team teaching, cross-age tutoring, demonstration of techniques and materials.
- Design instructional program for students based on identified needs.
- Implement reading teaching strategies for strengthening the reading skills of the children.
- Plan cooperatively with the principal and teachers to facilitate the placement of children in appropriate reading groups.
- Provide identified students with tutoring and/or in-class assistance to meet their education goals.
- Prepare progress reports, year-end evaluations, administer pre-tests and post-tests as appropriate and necessary.
- Make available a wide range of teaching materials and equipment, including reading and math materials at many levels, instructional strategies, and resource materials. Use those specific teaching strategies that will prove most effective with each individual student.
- Perform basic attendance accounting and similar record-keeping functions pertinent to the program.
- Establish and maintain standards of individual student behavior.
- Assess identified students in an on-going manner.

REPRESENTATIVE DUTIES (B):

- Collaborate in planning and evaluation of the district reading program.
- Assist the classroom teacher in the instruction of selected students.
- Assist in articulating the reading and language arts program between the grades.
- Work closely with classroom teachers to help students maintain satisfactory class work.
- Coordinate and provide staff development in reading for classroom teachers, reading teachers and instructional assistants.
- Provide demonstration lessons for classroom teachers.
- Model and teach a variety of reading assessments to classroom teachers.
- Provide teachers with remediation and enrichment information and materials for target children.
- Increase the understanding and use of the diagnostic-prescriptive approach of instruction.
- Assist staff members with administration and interpretation of assessments.
- Present demonstration lessons, coach teachers and participate in classroom observations.
- Assist staff in developing learning activities using materials appropriate for meeting the needs of identified students.
- Provide training to parents of identified students in areas designated to improve the performance of their children.
- Participate in, and contribute to teacher/parent conferences about students.
- Keep abreast of new developments in the field by reading journals and publications, attending seminars and discussing issues of mutual interest with others in the field.
- Perform other duties as may be assigned.

LICENSES AND OTHER REQUIREMENTS:

- Multiple Subject or Single Subject Teaching Credential
- Reading Specialist Credential or Miller Unruh Reading Specialist Credential or equivalent

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current curriculum and instructional practices;
- Oral and written communication skills;
- Assessment and strategies to correct reading difficulties in the youngest school age children;

ABILITY TO:

- Plan, organize and direct instructional activities for the youngest school age children with reading difficulties;
- Provide training in assessment modifications and coaching of instructional reading strategies;
- Work effectively with staff, students, and parents;
- Plan and coordinate the work of support staff;
- Analyze assessment data.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/field of vision.