Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Indian Education Elementary Prescriptive Teacher**

Qualifications:

Credentials: Oklahoma Certification/Reading Specialist Preferred

Education: Master's Degree in Elementary Education Preferred

Training or Experience Required: Oklahoma certification and experience as an elementary teacher.

Special Skills, Knowledge, Abilities: Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure. Communicates in clear, grammatically correct English.

Site: Title VII Indian Education Office
Reports to: Director of Student Services

Job Goal (Purpose of Position): Performs skilled/professional level tasks under limited supervision. The Prescriptive Teacher is responsible for identifying all Native American students who are eligible for placement in the Indian Tutoring Program, writing prescriptions for each child and working with the Indian Tutors.

Contact with Others; This position will work with principals, counselors, teachers and Indian tutors to coordinate services for Indian students. This job requires working closely with the Director of Student Services. Confidentiality of necessary information will be maintained.

Other Performance Measures: The Elementary Prescriptive Teacher will need to be proficient in working with the measurable objectives in the Title VII Indian Education Program and in working with Indian parents. Successful performance of the job requires good people skills to elicit information and provide information as needed. Accurate information on each student in the Tutoring Program will be maintained. The Elementary Prescriptive Teacher will serve as a resource person for materials and activities for the Indian Tutors to use with their students.

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Essential Job Functions (Performance Responsibilities):

1. The Prescriptive Teacher will follow the Title VII Indian Education Program Regulations.

2. The Prescriptive Teacher will work with the measurable objectives in the Title VII Program grant to help provide success in meeting all of these objectives.

3. The Prescriptive Teacher will assist the Director, Indian tutors, and Indian Education Staff in identifying Indian students.

4. The Prescriptive Teacher will obtain test results or pre and post test Indian students that are referred for tutoring in math and reading in grades 1-6.

5. The Prescriptive Teacher will prepare a written prescription with goals, objectives and resource materials for the Indian tutors to use when tutoring each student.

6. The Prescriptive Teacher will monitor the progress of the Indian tutors in working with their students.

7. The Prescriptive Teacher will work with the building principal, reading and math teachers to coordinate curriculum materials and tutoring sessions.

8. The Prescriptive Teacher will work with the Director of Title VII to provide in-service training for the Indian Tutors that will assist them in the tutoring process.

9. The Prescriptive Teacher will assist with the ordering of tutoring materials.

10. The Prescriptive Teacher will assist the Indian Education Staff with all necessary records and forms for the Title VII Indian Program.

11. The Prescriptive teacher will attend and give a student progress report at all Indian Parent Meetings.

12. The Prescriptive Teacher will maintain individual records on each child, including permission to place, pre test, post test, gains, time tutored and materials used in tutoring sessions.
13. The Prescriptive Teacher processes reports on all students tutored with gains and amount of time tutored at the end of each year.
14. The Prescriptive Teacher maintains these records for five years and tracks students as requests are made.

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15. The Prescriptive Teacher maintains request of students who need tutoring in order to fill any openings as they appear.

Supervisions exercised: None

Physical/Mental Requirements and Working Conditions:

Other that those physical/mental requirements included in the essential functions: Must be able to move from various sites carrying educational supplies, equipment and other learning materials.

TERMS OF EMPLOYMENT:	In compliance with Negotiated contract and/or State Law.
SALARY:	Salary to be established by the board
EVALUATION:	Performance of job will be evaluated in accordance with Board Policy.

Approved 02-12-01
Revised 07-13-09