Job Description
MOORE PUBLIC SCHOOLS

Job Title **Academic Resource Team Specialist for Title I**

Qualifications:

Credentials: Current teacher certification

Education: Master's degree related to program area

Training or Experience Required: Five years teaching experience

Special skills, Knowledge, Abilities:

Required to know about federal/state regulations and laws affecting the Title I programs.

Communication skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries (includes filling out forms; knowledge of grammatical structure; composing correspondence; training and directing others; using creativity and clarity in public speeches and presentations; understanding of specialized vocabulary for preparing correspondence; and proofing of completed documents).

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs duties under limited supervision by providing leadership and public relations relative to a specific curriculum area. Provides leadership to improve the knowledge of teachers in an assigned core academic subject. Primary duties focus on the development and maintenance of the Title I program at both the district and site level – including the improvement of instruction through offering professional development and other support strategies to improve the effectiveness with which teachers help students
.

meet district and state academic content standards. An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is responsible to choose the solution. *Title I Part A Sec. 1112 Local Education Plans (b) (1) (A-Q)*

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, supervisors, and community leaders to accomplish district objectives or goals. (H) Contribute to quality of district programs including extracurricular programs; and (I) Actively pursue personal growth and development.

Essential Job Functions/ (PERFORMANCE RESPONSIBILITIES):

1. Ensure that Title I schools in the district provide professional development activities that are sustained, intensive, of high quality, and designed to improve teachers' content knowledge and instructional skills. *Sec. 1112 Local Education Plans (b) (1) (D)*

2. Evaluate professional development offerings to determine the program's effect on improving teachers' knowledge, skills, and student achievement. *Sec. 1112 Local Education Plans (b) (1) (D)*

3. Provide technical assistance and support to schoolwide and targeted programs. *Sec. 1112 Local Education Plans (c) (1) (B)*

4. Work in consultation with schools to develop schools' plans and assist schools with implementation so that each school can make progress toward academic improvement goals *Sec. 1112 Local Education Plans (c) (1) (D)*

5. Provide meaningful consultation to private elementary and secondary schools about eligibility for services to eligible students. *Sec. 1112 Local Education Plans (c) (1) (E)*

6. Take into account the findings of relevant scientifically based research indicating the services that may be most effective for students served through this program. *Sec. 1112 Local Education Plans (c) (1) (F)*

7. Work with district staff to ensure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers. *Sec. 1112 Local Education Plans (c) (1) (L)*

8. Review annually the progress of each school served by and receiving funds under this program to determine the level of academic progress. *Sec. 1112 Local Education Plans (c) (1) (M).*

9. Ensure that the results from the academic assessments required by the state and federal authorities will be provided to parents, teachers, and the community as soon as is practicably possible. *Sec. 1112 Local Education Plans (c) (1) (N).*

10. Assist each school served by the program in developing or identifying examples of high-quality effective curricula. *Sec. 1112 Local Education Plans (c) (1) (O).*

11. Provide strategies and resources for teachers, principals, paraprofessionals, and parents to enable all children to meet the state's student academic achievement standards. *Sec. 1114 Schoolwide Programs (b) (1) (D)*

12. Work with principals to develop strategies to attract high-quality highly qualified teachers to high-need schools. *Sec. 1114 Schoolwide Programs (b) (1) (E)*

13. Develop strategies to increase parental involvement in programs such as family literacy services. *Sec. 1114 Schoolwide Programs (b) (1) (F)*

14. Ensure that students experiencing difficulty mastering state academic content standards have effective and timely remediation. *Sec. 1114 Schoolwide Programs (b) (1) (I).*

15. Works collaboratively with other content specialists and teachers to identify opportunities for integration and reinforcement of academic content.

16. Provides assistance to various schools including recommendations to alleviate any achievement gap between disaggregated sub groups and regular students as defined in state reports.

17. Recommends program improvements based on an analysis of student achievement.

18. Works with new teachers to refine knowledge of the curriculum, materials, assessment standards and practices, and instructional approaches.

19. Works with out-of-field teachers to meet the requirements for content knowledge, certification, and effective instructional practices.

20. Assists teachers and principals with the analysis of data to improve teaching, accountability, decision making, and school improvement efforts and accountability.

21. Maintains a constructive professional working relationship with teachers,administrators, and parents.

22. Provides recommendations for long term plans in the area of responsibility that meet local, state, and federal requirements.

23. Recommends pilot programs in observance of established procedures or guidelines.

24. Devises and maintains records and reports as required.

25. Performs other duties as assigned by the Superintendent or Designee.

Supervision exercised: May provide indirect supervision over staff in program area.

Physical/Mental Requirements and Working Conditions:

This is an office job with few if any physical/mental requirements other than those included in the essential functions. May on *occasion* have to lift and transport supplies, equipment, materials, etc.

TERMS OF EMPLOYMENT: Work Year to be established by the Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Approved: 06-26-12