BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Title I Reading/Math Specialist

Purpose Statement
The Title I Reading/Math Specialist collaborates with teachers, specialists, and other staff to deliver academic intervention services to students identified under Title I. The goal is to address learning needs, enhance academic success, and implement effective intervention strategies.

Supervisory Relationship
Reports to: Principal

Essential Functions
- **Data Management:** Gather, organize, and interpret assessment data on Title I identified students.
- **Instructional Strategies:** Utilize best practice instructional strategies and research-based intervention curriculum materials to meet the learning needs of identified Title I students.
- **Modeling:** Model the use of intervention strategies through their use in the classroom to general and special education teachers.
- **Data Analysis:** Analyze existing student achievement data and administer student assessment and progress monitoring instruments to aid in progress monitoring of Title I students.
- **MTSS Participation:** Serve on the building level Multi-Tiered Systems of Support (MTSS) team and participate in weekly MTSS meetings and data analysis meetings. Provide leadership for these meetings in collaboration with the building administrator.
- **Collaboration:** Collaborate with classroom teachers, building and district specialists, building administrator, and parents when designing MTSS interventions.
- **Record Maintenance:** Maintain accurate student records, parent communication records, and student progress data reports as required by state and federal Title I law and district policy.
- **Professional Development:** Attend professional development opportunities that promote improved instructional strategies and support research-based resource material needed to implement the intervention program successfully and support/maintain professional growth.
- **Professional Conduct:** Maintain proper professional conduct as defined in the Certified Teacher Manual, Certified Teacher Negotiated Agreement, and district policies.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Strong collaboration and communication skills.
- Ability to develop and implement intervention plans.
- Proficiency in data collection and analysis to monitor student progress.

Knowledge
- Understanding of intervention strategies and academic intervention techniques.
- Familiarity with special education processes and regulations.
- Knowledge of child development and effective instructional practices.

Abilities
- Work effectively with a diverse group of students and staff.
- Adapt to changing work priorities and maintain confidentiality.

- Manage multiple tasks and maintain detailed records.

Responsibility
Provide information and support to teachers, staff, and parents. Collaborate with a multidisciplinary team to support student success. Have a continual impact on the organization's services.

Work Environment
Ability to perform job functions that require physical activities such as standing, walking, and sitting for extended periods. Capacity to manage the physical demands of working with children, including stooping, kneeling, and crouching. Primarily indoor work in a school setting. Exposure to standard classroom and school conditions.

Experience
Job-related experience with increasing levels of responsibility

Education
Bachelor's degree

Certificates and Licenses
Valid ND teaching certificate in elementary education
Title I endorsement, preferred

Continuing Education/Training
Participate in ongoing training and professional development as required
Maintain Certificates and/or Licenses

Clearances
Criminal justice fingerprint/background clearance

FLSA Status
Exempt

Salary Grade
Teacher Salary Schedule

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.