

North Wasco County School District
Job Description – Reading/Title I Specialist

Title: Reading/Title I Specialist

Classification: Licensed

Reports To: Building Principal

Work Year 190 Days/Year

Job Purpose Statement/s:

The Reading/Title 1 Specialist promotes and develops successful reading instruction for students and performs related duties in accordance with District policies and terms of the teacher contract. The teacher also maintains a cooperative attitude with staff, parents, and students.

The Reading/Title 1 Specialist is responsible for group and individual instruction of reading for students who meet state and federal guidelines. The Title 1 teacher supervises and develops lessons for paraprofessionals, and measures student progress.

Job Qualifications & Licensure:

- BA/BS or higher degree (*required*) with a major in one or more of the following areas: Curriculum, Elementary Education, Reading (Must Hold Reading Endorsement), Early Childhood Education, or similar
- Valid Oregon Teaching License (Must meet Highly Qualified Requirements)
- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.
- Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.
- Holds and maintains an appropriate license and endorsement(s) from the Teacher Standards and Practices Commission in the State of Oregon; and displays a willingness to teach any qualified subject area.

Skills, Knowledge and/or Abilities

- The competent Title I teacher will:
 - Implement a variety of assessment instruments to determine eligibility and instructional needs of students in reading
 - Provide pre- and post-assessment data to program supervisor
- Provide a variety of situationally appropriate instructional techniques and methods
 - Promote high levels of achievement in relation to individual abilities
 - Use techniques and methodologies appropriate to student abilities
- Demonstrate knowledge of and ability to use research-based principles of effective instruction
 - Organize instruction using learning objectives with clearly defined student outcome
 - Employ teaching strategies congruent with planned student outcomes
 - Select teaching strategies emphasizing student involvement
 - Monitor student learning and pace instruction accordingly
- Develop and maintain a classroom environment conducive to effective student learning
 - Develop written rules of classroom behavior and communicate those rules to all students
 - Enforce written rules for classroom behavior
 - Communicate goals and academic expectations to students
 - Provide for the health and safety of students in all instructional settings
- Prepare effectively for class with daily lesson plans based on District Reading Standards
- Develop and communicate appropriate progress grading standards to students
 - Establish written grading standards that are clear and incorporate a variety of graded activities
 - Assure that grading standards are explained, understood by the students, and available to parents

North Wasco County School District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

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- Develop and maintain positive interpersonal relationships
 - Model personal behaviors of honesty, fairness, courtesy and consideration
 - Maintain a cooperative relationship with administration, staff, students, and parents
 - Communicate with parents, counselors, and students
 - Communicate with classified, certified, and administrative staff
 - Instruct and direct assigned instructional assistants to maximize delivery of instructional services
- Provide documentation of student progress
 - Provide timely and accurate feedback/documentation to students and parents
 - Maintain appropriate records of student performance
 - Assign and check homework and provide feedback, when appropriate
 - Keep parents and teachers informed through written and oral communication
- Build motivation and interest in learning
 - Exhibit personal interest and encourage student interest in the subject area
 - Maintain a current awareness of literature/activities in reading
- Maintain an ongoing personal program of professional growth and development
 - Develop and implement annually an approved plan for professional growth and development
 - Identify and request to attend professional workshop activities intended to increase the teacher’s instructional effectiveness
 - Participate in District sponsored in-service offerings appropriate to assignment
- Act as an instructional leader in the area of reading 11.1 Coordinate and develop the Title I program in the school based on guidelines established by the District and state and federal governments
 - Provide information to teachers about best practices in the area of reading
 - Assist mainstream teachers in the location and preparation of reading materials
 - Help develop in-services and learning opportunities for teachers and instructional assistants
 - Plan activities for Title I parents’ involvement in the school
- Perform other related duties as assigned by the principal and/or superintendent 12.1 Perform duties in accordance with District policy and terms set forth in the negotiated agreement
 - Assist in the enforcement of school and District rules and policies
 - Assume a share of responsibility for non-classroom student activities with the assigned workday
- Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District’s goals.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

PHYSICAL REQUIREMENTS:

- 1. In an eight-hour day employee may:
 - a. Stand/Walk { }None { }1-4 hrs {x}4-6 hrs { }6-8 hrs
 - b. Sit { }None { }1-3 hrs { }3-5 hrs {x}5-8 hrs
 - c. Drive { }None { }1-3 hrs { }3-5 hrs {x}5-8 hrs
- 2. Employee may use hands for repetitive:
 - {x}Single Grasping {x}Pushing and Pulling {x}Fine Manipulation
- 3. Employee may use feet for repetitive movement as in operating foot controls:
 - { }Yes {x}No
- 4. Employee may need to:
 - a. Bend { }Frequently {x}Occasionally { }Not at all
 - b. Squat { }Frequently {x}Occasionally { }Not at all
 - c. Climb Stairs { }Frequently {x}Occasionally { }Not at all
 - d. Lift { }Frequently {x}Occasionally { }Not at all
- 5. Lifting:
 - { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - {x} Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.
 I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

EMPLOYEE STATEMENT:

"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

 Print Name

 Employee Signature

 Date