

Somerset County Public Schools

Job Description

Job Title: English/Reading Intervention Teacher
Department: Secondary Education
Reports To: Building Principal
FLSA Status: Exempt
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Approved By: Board of Education
Approved Date: 6/14/2011

I. Summary

Plans and provides for appropriate learning experience for students; provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student; supervises students in a variety of school related settings; monitors and evaluates student outcomes; communicates and interacts with students, parents, staff and community; implements instruction in a manner consistent with the Goals and Mission of Somerset County Public Schools including understanding, modeling and fostering independent thinking skills, creative problem solving and abstract reasoning; and develops, selects and modifies instructional plans and materials to meet the needs of all students by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Building Principal and the Secondary Literacy Supervisor.

- Teaches subject area according to curriculum guidelines based on Maryland State Curriculum, Core Learning Goals and Maryland Common Core Standards.
- Utilizes “best practices” for teaching reading, writing, speaking, listening, and literary analysis.
- Implements components of structured reading intervention program consistently and appropriately in response to student needs.
- Collaborates with administration and fellow teachers to identify students in need of targeted reading intervention.
- Tracks and records ongoing progress of students’ literacy, using prescribed tools provided by the school and/or district.
- Establishes learning objectives consistent with appraisal of student needs.
- Plans and implements lessons that include all essential components of a good lesson as defined by Somerset County Public Schools.
- Incorporates formative and summative assessment results in daily and long term planning.
- Uses a variety of teaching techniques and strategies to encourage active participation of students.

- Collaborates with other faculty in delivery of appropriate instructional approaches.
- Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a consistent and fair manner.
- Takes all necessary precautions to provide a safe environment for students on a regular basis.
- Facilitates in the resolution of problems that might arise with students and parents.
- Participates in school management and shares responsibility for the total school program.
- Plans and supervises purposeful assignments for instruction assistants and volunteers.
- Reports student progress objectively and consistently with students and parents.
- Maintains accurate and complete records as required by law and Somerset County Public Schools policy.
- Follows county procedures to requisition textbooks and instructional materials.
- Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.
- Attends staff meetings and serves on staff committees as required.
- Strives to maintain and improve professional competence.
- Integrates technology into lessons on a regular basis.
- Exhibits knowledge of the Maryland Student Technology Standards.
- Actively participates in all professional development opportunities applicable to the assignment.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Bachelor's degree (B.A.) from a four year college or university in an applicable field of education from an accredited college or university.

B. Certificates, Licenses, Registrations

Must meet Maryland state certification requirements in an appropriate field of education.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, administrators and the general public.

D. Mathematical Skills

Ability to calculate figures and amounts including discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Design software; Internet software; Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand job knowledge. Prior experience operating a Promethean or Smart Board is preferred.

G. Other Skills and Abilities

Ability to motivate others to perform well and give performance feedback.

H. Other Qualifications

Must be dependable. Ensures work responsibilities are covered when absent. Arrives to class and meetings on time.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.