

## *Teacher – Title I*

**QUALIFICATIONS:** Bachelor Degree in Education. Must have appropriate credentials and be highly qualified as designated by the State Department of Education. Must demonstrate competency in all areas of content responsibility and be computer literate.

**CLASSIFICATION:** Certified Teacher

**REPORTS TO:** Title I Director and Building Principal

**SUPERVISES:** Assigned Students and Title I Paraeducators

**JOB GOAL:** The Title I Teacher helps disadvantaged children meet high academic standards by providing targeted assistance programs and supplementary instruction.

### **POSITION SUMMARY:**

School-based decision-making, professional development and parent involvement are important components of the school's Title I, Part A program. Incumbent works with children identified as most at-risk of failing to meet achievement standards as defined by Title I and the No Child Left Behind Act (NCLB). The Title I teacher works with children individually or in small groups providing instruction consistent with Title I and NCLB provisions in reading, writing, math, science, social studies, and/or other education-related activities.

### **PRIMARY TASKS:**

1. Share a commitment to the success of the mission, goals, and objectives of the school.
2. Support and fully participate in a school culture that focuses on student and adult learning.
3. Set high expectations and standards for the achievement of students and own personal performance.
4. Support the school's Title I program by offering content and instruction that ensures student achievement.
5. Support a school philosophy that values continuous learning for adults tied into student learning and other school goals.
6. Support the use of multiple sources of data collection to analyze barriers to student achievement and to access, identify and apply to instructional improvement.
7. Support all efforts to provide opportunities for the community to be involved in student and school success.

### **CHARACTERISTIC DUTIES AND PERFORMANCE STANDARDS: (Essential)**

1. Regular attendance and punctuality are essential functions of the job.
2. Works primarily with children identified as most at-risk of failing to meet high educational achievement standards as defined by the No Child Left Behind Act (NCLB), and provides educational instruction consistent with Title I and NCLB provisions.
3. Works with the classroom instructors to identify at risk students in need of Title I services and completes a Title I Referral and Placement Form for each student.
4. Works with the classroom teachers and parents of students identified as needing supplemental services to complete a Title I Placement form for each identified student, which specifies strengths, weaknesses, and a plan of action to address the identified weaknesses.

5. Tracks academic and social progress of each Title I student and completes periodic, formal, written evaluations in conjunction with the classroom instructor.
6. Works with the building principal and the Title I Director in scheduling Title I paraeducators to best serve the needs of the building(s).
7. Supervises Title I paraeducators and coordinates their duties with classroom instructors.
8. Schedules and conducts the annual, required Title I parent informational meeting.
9. Informs parents of their "Right to Know" certain information, including any time their child is taught for an extended period of time by a teacher who is not considered highly qualified by the Kansas State Department of Education (KSDE).
10. Presents, discusses, and has signed by each Title I parent and student the Parent/School Compact, which designates school responsibilities, parent responsibilities, and student responsibilities toward student success.
11. Participates, as a consultant, in individual case conferences as requested.
12. Identifies student reading and math skills, continuously monitors most Title I students' progress.
13. Communicates with parents and school personnel on student progress as necessary.
14. Provides prescriptive supplementary instruction to the Title I students.
15. Documents suspected student learning deficiencies and supplementary learning activities and diagnosis results.
16. In addition to the Parent/School compact, initiates and/or supports ways to strengthen school-family partnerships.
17. Supplements as an instructor, the existing curriculum through collaborative planning with classroom teachers and/or specialists.
18. Supplements in Tier 2 and Tier 3, as an instructor, and/or provides individualized, small group and individual instruction to meet academic needs.
19. Investigates, as a resource consultant, and recommends to staff varied instructional materials to supplement curriculum, including, but not limited to textbooks, reference works, trade books, manipulatives, and audiovisual aids.
20. Administers, as an instructor, Tier 2 and Tier 3 supplemental assessments (formal/informal) to contribute to student profiles, as needed.
21. Maintains professional competence through in-service education activities as outlined in the IPDP.
22. Follows guidelines and program initiatives as regulated in the Title 1 grant proposal.
23. Prepares supplementary instructional materials.
24. Maintains accurate and complete records of a variety of student information related to the Title I supplemental interventions.
25. In coordination with the school level parent liaison, works cooperatively with parents and generates parents' confidence in the school.
26. Demonstrates genuine concern for students in a climate characterized by high personal and student expectations.
27. Promotes good citizenship through actions as role model.
28. Provides a classroom atmosphere based on the principles of firm, fair, and consistent practices, respect for individual children, and development of responsible citizenship.
29. Use technology effectively for instruction, record keeping and other administrative tasks, and communications.
30. Shares responsibility for professional, cooperative staff relations and for out-of-class activities important to operation of school.
31. Conducts one-self according to professional, ethical principles. Continually strives to improve classroom methods, teaching techniques, and interpersonal relationships. Adhere to all school policies for both students and personnel.
32. Displays personal qualities that reflect favorably upon the individual, the group, and the school.
33. Displays pride in being a member of the charter school team by displaying positive behavior and fully participating in the school culture.

- 34. Attends faculty meetings and participate on committees as requested.
- 35. Identifies and participates in professional development opportunities.
- 36. Adheres to all procedures and policies as outlined in the Master Collective Bargaining Agreement and Board Policy.
- 37. Performs other duties as assigned by the building principals or the Title I Director.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Evaluated by the Title I Director and the building principal following district policy governing the evaluation of certified teachers.

**PHYSICAL REQUIREMENTS OF THE JOB:** (An “X” denotes job requirement.)

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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