

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: TITLE ONE SUPERVISOR

QUALIFICATIONS: 1. Illinois certification for the specified teaching assignment.  
2. Federal highly qualified requirements for the specified teaching assignment.  
3. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: Building Principal

DUTIES AND RESPONSIBILITIES:

To coordinate and implement programs which supplement regular classroom instruction in appropriate subjects; to facilitate improved student achievement, close the achievement gap.

1. Coordinates Title I schedules cooperatively with classroom teachers and directs aide and tutor time
2. Assumes a leadership role in working with other staff to plan, implement, and evaluate Summer School, Family Reading Nights, Volunteer Programs, Parent Meetings, Parent Workshops, and other activities which will improve services to children and/or their families.
3. Teachers content and skills in reading and other subjects to assigned pupils.
4. Provides a wide variety of teaching methods and materials to supplement the regular classroom work.
5. Selects and requisitions books and instructional aids appropriate to the interest and maturity level of the pupils.
6. Adapts curriculum to provide individual, small group, and remedial instruction to meet the needs of individual students.
7. Evaluates and records pupil progress and promotes such progress through all-school recognition (Wall of Fame, Point Club, pictures in papers, etc.).
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
9. Oversees Response to Intervention implementation by coordinating schedules, directing progress monitoring and record keeping of students, monitoring Title I staff and distributing information to stakeholders throughout the school year.
10. Establishes and maintains standards of pupil behavior needed to provide an orderly productive classroom environment.
11. Participates in curriculum and other developmental programs.
12. Shares in supervision of students activities as assigned.
13. Demonstrates a respect for the worth, dignity and quality of student rights.
14. Shows a concern for the student's total development including educational, vocational, personal, and social.

15. Demonstrates thorough knowledge of students' backgrounds, cultures, skills, and interests and uses this knowledge to assist students in their planning and goal-setting.
16. Interacts with and among students with warmth and caring, being respectful of the cultural and developmental differences between groups of students.
17. Communicates clearly and accurately to students, both orally and in writing. Communications are appropriate to students' cultures and levels of development.
18. Utilizes a system for maintaining accurate records that is efficient and effective.
19. Communicates frequently with families and successfully engages them in the instructional program, conveying information to families about individual students in a culturally appropriate manner.
20. Participates actively in school and district events and projects, and maintains positive and productive relationships with colleagues.
21. Seeks out opportunities for professional development based on individual need.
22. Makes genuine and successful efforts to ensure that all students are well served by the school.
23. Assists the administration and other staff in implementing all policies and rules governing students, including schoolwide planning.
24. Performs other tasks and duties as necessary and assigned by the building principal.

TERMS OF EMPLOYMENT: As specified in teacher contract.

EVALUATION: As per evaluation plan for certified staff.

COMPENSATION: As specified in teacher contract.

Revised September 28, 2011