



POSITION TITLE:	Summer School Elementary Reading Improvement Specialist
F.L.S.A.:	Exempt
QUALIFICATIONS:	<p>Valid Missouri teacher certificate and license for Reading Endorsement.</p> <p>Such alternatives to the above qualifications as the Board may find appropriate and acceptable.</p> <p>Desire to continue career improvement by enhancing skills and job performance</p>
REPORTS TO:	Summer School Principal
TERMS OF EMPLOYMENT:	20 days, 5 hours per day

JOB GOAL: The Elementary Reading Improvement Specialist promotes and develops successful reading instruction for students. The teacher is responsible for group and individual instruction of reading for students who meet state and federal guidelines. The teacher supervises and develops lessons for paraprofessionals and measures student progress. .

ESSENTIAL JOB FUNCTIONS:

1. Abides by Missouri statutes, school board policies and regulations.
2. Upholds school rules and administrative regulations.
3. Attends meetings and performs duties as assigned by administrators or supervisors.
4. Participates in faculty, grade level and subject area committees and sponsorship of pupil activities.
5. Maintains a cooperative relationship with staff, students, and community.
6. Implements a variety of assessment instruments to determine eligibility and instructional needs of students in reading.
7. Provide pre- and post-assessment data to program supervisor.
8. Provide a variety of situational appropriate instructional techniques and methods.
9. Demonstrate knowledge of and ability to use research-based principles of effective instruction.
10. Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.

11. Develop and maintain a classroom environment conducive to effective student learning.
12. Create and implement a positive classroom environment.
13. Manage and maintain an orderly and safe classroom.
14. Communicates with administrators, parents, students, and staff members.
15. Communicates with parents through conferences and other means to discuss pupil's progress and interpret school program.
16. Strives to improve professional competence through in-service education activities provided by the district and self selected professional growth activities.
17. Understand students on an individual level and differentiate instructional based on student needs.
18. Supervises pupils in out-of-classroom activities during the assigned working day.
19. Supports the total school program by observing curricular and extra-curricular student activities.
20. Exhibits dependability and punctuality in assigned duties.
21. Strives to achieve the objectives and expectations of the Educator Performance Improvement Cycle.
22. Displays appropriate personal and professional traits that exhibit a positive role model for students (Pirates ROCK)
23. Employs a variety of effective instructional strategies consistent with lesson objectives that meet the individual needs, interest, and abilities of the students.
24. Evaluates student abilities and progress in a timely and consistent manner.
25. Recognizes the teacher responsibility for monitoring student progress and adjusting instruction accordingly.
26. Meets and instructs assigned classes in the locations and at the times designated.
27. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
28. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
29. Encourages students to set and maintain standards of classroom behavior.
30. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
31. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
32. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
33. Performs basic computer functions such as word processing and internet use.
34. Uses district software for recording grades and finding student information.
35. Utilizes smart boards, projectors and other instructional technology provided by the district.
36. Consistent and regular attendance is an essential function of this position.
37. Ability to work to implement the vision and mission of the district.

OTHER JOB FUNCTIONS:

1. Teachers will teach reading comprehension and six trait writing.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
3. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
4. Participates as a member of an IEP team, 504 team or other student assistance team as requested.
5. Prepare lesson plans for use by a substitute teacher.
6. Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
7. Support district/school decisions in a positive manner with the public, other staff, etc.
8. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
9. Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
10. Read, analyze and interpret professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
11. Maintains strict confidentiality.
12. Adheres to good safety practices.
13. Adheres to all district rules, regulations, and policies.
14. All other duties as required or assigned.

PHYSICAL DEMANDS:

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials.

CONDITIONS AND ENVIRONMENT:

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading or unloading students from district transportation and supervising recess or other activities.