

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **READING INTERVENTION TEACHER**

QUALIFICATIONS:

A minimum of a Bachelor's degree in an appropriate field of education and holds an appropriate license from the Virginia Department of Education.

Reading Specialist endorsement preferred.

Other alternatives to the above qualifications that the Board may find appropriate and acceptable.

Personal characteristics necessary for working with students, staff members, administration, and parents.

REPORTS TO: Principal or designated administrator

SUPERVISES: Staff members designated by the Board or the Superintendent

JOB GOAL: To develop and deliver successful reading instruction for students and perform 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.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate command of oral and written English language
2. Implements a variety of research-based instructional and intervention methods to positively impact student learning and achievement.
3. Promotes and uses techniques and methodologies appropriate to student abilities.
4. Works collaboratively with the Middle School English department, school administration and division instructional staff to coordinate reading instruction designed to meet the individual needs of students.
5. Writes lessons plans and organizes instruction using learning objectives with clearly defined student outcomes.
6. Employs teaching strategies congruent with planned student outcomes; selects teaching strategies emphasizing student involvement; and monitors student learning and pace instruction accordingly.
7. Develops and maintains a classroom environment conducive to effective student learning and provides for the health and safety of students in all instructional settings.
8. Prepares effectively for class by preparing daily lesson plans and providing instruction based on District reading standards.
9. Develops and maintains positive interpersonal relationships by modeling personal behaviors of honesty, fairness, courtesy and consideration; maintaining a cooperative relationship with administration, staff, students, and parents.
10. Communicates with parents, counselors, and students, classified, certified, and

- administrative staff; and instructs and directs assigned instructional assistants to maximize delivery of instructional services.
11. Provides documentation of student progress by providing timely and accurate feedback/documentation to students and parents; maintaining appropriate records of student performance; assigning and checking homework and provides feedback when appropriate; keeps parents and teachers informed through written and oral communication.
 12. Builds motivation and interest in learning by exhibiting personal interest and encourages student interest in the subject area; and maintains a current awareness of literature/activities in reading.
 13. Maintains an ongoing personal program of professional growth and development by developing and implementing annually an approved plan for professional growth and development; identifying and requesting to attend professional workshop activities intended to increase the teacher's instructional effectiveness; participates in District sponsored in-service offerings appropriate to assignment
 14. Consult with curriculum committees studying such topics as textbook selection, curriculum development, supplementary materials and master scheduling.
 15. Help teachers diagnose reading strengths and weaknesses and match these skills with appropriate techniques and materials.
 16. Regular attendance is an essential function of the position.
 17. Other duties as assigned by the Principal or Board.

PHYSICAL REQUIREMENTS: Involves limited physical tasks including lifting, and may involve operation of equipment such as computer, copier, overhead projector, etc.

TERMS OF EMPLOYMENT: Based on Teacher Salary Scale and experience as approved by the School Board.

EVALUATION: Performance of this job will be evaluated by the Principal in accordance with the School Board's Teacher Performance Evaluation System.