I have received my job description. If I have questions or concerns about my job description I will contact my supervisor.

Print Name __________________________________    Signature _______________________________  Date__________

**JOB DESCRIPTION**

**JOB TITLE:** Title I Teacher  
**DATE:** February 2020

**WORK GROUP:** Shelter Care Educational Program  
**GROUP:** Certified Personnel-Union

**REPORTS TO:** Shelter Care Education Program Administrator

**Job Overview:**
The Shelter Care Education Program Title I Teacher will provide an appropriate supplemental education program for each eligible Title I student receiving their educational program in a licensed shelter or detention facility. The Title I teacher will support students with formal transition planning in the areas of independent living, employment and/or post-secondary education.

**Minimum Qualifications:**
- Iowa teaching licence administered through the Iowa Board of Educational Examiners
- Demonstrated successful experience working with at-risk students in an educational setting
- Effective interpersonal and collaborative skills

**Preferred Qualifications:**
- Master’s degree in an education-related area
- Endorsement(s) in Reading and/or Mathematics
- Proven skill in deploying effective instructional strategies with strong standards-based content development
- Proficiency and experience with lesson planning in a highly differentiated learning environment
- Proficiency in managing technology to facilitate learning, experience with online learning and instruction

**Essential Job Functions:**
1. Provide a safe, secure, and supportive educational environment, conducive to learning and serve as an advocate for youth residing in shelter and detention facilities.
2. Coordinate with local education agencies, AEA, and shelter care facility staff, as necessary, to develop an appropriate educational program for each student served.
3. Serve as an educational and transition advocate for Title I eligible youth residing in shelter and detention facilities, or into independent living, employment and/or post-secondary education.
4. Facilitate identification of students who are eligible for Title I services through the use of data based decision-making.
5. Plan and implement standards-based, differentiated learning opportunities through the use of multi-tiered systems of support (MTSS) to meet the academic, social, emotional, and behavioral needs of all learners.
6. Collaborate with classroom teachers to manage the following student learning supports:
   a. determine appropriate instructional strategies through the use of screener and formative assessment data; and
   b. utilize appropriate instructional techniques, including use of appropriate materials and technology supports to meet learner needs in reading, writing, and math
7. Monitor academic progress and success of students and maintain and submit required documentation, data, and compliance reports per SCEP directives and use agency technology to accurately collect and maintain Title I student data and required Title I reports.
8. Demonstrate cultural competence and behaviors consistent with the core values, vision, and mission of Heartland AEA, consistently demonstrating the highest standards of honesty, integrity, flexibility, and responsiveness
9. Participate in job-required professional development and invite ongoing communication and collaboration with leadership to ensure coherence between PLC work and Shelter Care Education Program (SCEP), and attend required online, professional development, and program training dates expectations, maintaining a commitment to continuous improvement in professional learning
10. Ensure regular, predictable, consistent attendance.
11. Complete other activities or duties as designated by the administrator
Essential Physical Demands and Typical Working Conditions

Physical demands include; bending, carrying, climbing, lifting, pushing-pulling, reaching, sitting, standing, and walking. Includes extremes of temperature and humidity. Hazards include stairs and communicable diseases. Must be able to travel between job sites.

<table>
<thead>
<tr>
<th>ADA Related Requirements</th>
<th>0-24%</th>
<th>25-49%</th>
<th>50-74%</th>
<th>75-100%</th>
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</thead>
<tbody>
<tr>
<td>Seeing and hearing: Read documents, computer screen, answer phones, communicate in person.</td>
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<td>Standing and walking</td>
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<tr>
<td>Climbing, stooping, and kneeling</td>
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<td>Dexterity: utilizing phone, typing, and writing.</td>
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</tbody>
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NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification and should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Length of Contract: 192 days

Working Conditions:
• Includes extremes of temperature and humidity.
• Hazards include stairs and communicable diseases.