POSITION TITLE: Teacher, Class Size Reduction – Title 1

JOB CODE: 040011 - General*
040012 - Bilingual*
040013 - ESL*
040014 - Core Content**

SALARY GRADE: RT1
CONTRACT LENGTH: 10M

IMMEDIATE SUPERVISOR: Principal

POSITION SUMMARY: The Class Size Reduction Teacher is responsible for working with students who have been identified as needing assistance or intervention that requires the student to be in a smaller class setting. Title 1-funded Class Size Reduction teachers working in core content areas are located in secondary schools. Title 1-funded Class Size Reduction teachers working with general studies, bilingual or ESL students are located in elementary schools.

* All elementary grade levels
** All core content areas; all secondary grade levels

ILLUSTRATIVE DUTIES:

- Work with classroom instructors and other school administrators to develop methodology to identify students who need to be re-assigned to a smaller classroom setting.
- In conjunction with classroom teachers and school administration, visit classrooms to observe student performance and review and assess student achievement data to determine a student’s need for a smaller classroom setting.
- Utilize selected curriculum to provide instructional intervention for qualifying class size reduction students.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepare lessons that reflect accommodations for individual differences.
- Prepare for classes assigned and show written evidence of preparation upon request of immediate supervisor.
- Encourage students to set and maintain standards of classroom behavior.
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects, and the like to communicate these objectives to the students.
- Employ 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.
- Strive to implement, by instruction and action, the district’s philosophy of education and instructional goals and objectives.
- Assess the accomplishments of the students on a regular basis and provide progress reports as required.
- Diagnose the learning disabilities of students on a regular basis and seek the assistance of district specialists as required.
- Take necessary and reasonable precautions to protect the students, equipment, materials, and facilities.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Assist the administration in implementing all policies and rules governing student life and conduct. Develop reasonable rules of classroom behavior. Maintain order in the classroom in a fair and just manner.
- Make provisions for being available to the students and to the parents for education-related purposes outside of the instructional day when required or requested to do so under reasonable terms.
- Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluate their job performance.
• Maintain and improve professional competence.
• Participate in district staff development.
• Attend staff meetings and serve on staff committees as required.
• Maintain a professional relationship with colleagues.
• Establish and maintain open lines of communication with students, parents, and community members.
• Maintain open communication with parents.
• Perform other job-related duties as assigned.

POSITION REQUIREMENTS:

Education:
• Bachelor’s degree from an accredited college or university.
• Master’s Degree preferred.

Certifications:
TEA Certification is required.

Experience:
• A minimum of 3 years teaching experience teaching students in the core content area.
• Demonstrated experience implementing intervention assistance to directed or at risk students.
• Demonstrated experience working independently and with teams to collect data.
• Equivalent combination of relevant education and experience may be substituted.

Other Requirements:
• Microsoft Office.
• Knowledge of research and evaluation methods.
• Ability to travel throughout the district and city by means of private or public transportation. If driving personal (or private) vehicle, must possess a valid Texas driver’s license and appropriate insurance coverage.
• Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
• Ability to establish and maintain effective working relationships both internal and external to the district.
• Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard.
• Ability to lift and carry up to 10 pounds, stoop, kneel, crouch, walk, twist, bend, climb, and/or be mobile.
• Ability to travel throughout the district and city by means of private or public transportation. If driving personal (or private) vehicle, must possess a valid driver’s license and appropriate insurance coverage.