JOB DESCRIPTION REVISION DATE: 8/1/2014

DEPARTMENT / SCHOOL: Secondary Curriculum

REPORTS TO: Building Principal /Divisional

SUPERVISES: N/A

POSITION GOAL:
The reading teacher provides additional support to students who are behind in their reading skills in an effort to increase achievement and close achievement gap according to College Readiness and state/national literacy standards. He/she will work directly with students providing interventions and monitoring individual student growth.

ESSENTIAL FUNCTIONS
1. Implements researched-based teaching strategies that engage all students, acknowledging a range of abilities of students and cultural backgrounds.
2. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
3. Implements current district curriculum and content that is grade level appropriate (U-46 Literacy Framework).
4. Uses data from standardized tests, classroom grades, Measures of Academic Progress (MAP), building software, and curriculum based measures to monitor student growth.
5. Reviews data to make instructional decisions to address student weaknesses.
6. Prepares and deliver focused intervention for whole and small group instruction.
7. Utilizes instructional management systems which increase student learning and maximizes time on task.
8. Communicates effectively within the educational community and with parents on a regular basis.
9. Monitor and maintain accurate records on student achievement, articulating the progress and success.
10. Provide explicit, scientifically based instruction to small groups of students.
11. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
12. As appropriate, implements assessments of student progress and communicates progress to students and parents.
13. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
14. Maintains accurate, complete, and correct records as required by law and district policy.
15. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
16. Performs other job related duties as assigned by the Divisional and/or Principal.
17. Works cooperatively with building principal and/or director in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.
18. Participates on curriculum, personnel, policy or professional development committees.
related to the educational program.
19. Maintains accurate, complete, and correct records as required by law and district policy.
20. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
21. Performs other duties as assigned by the principal, or other administrative staff.

**KNOWLEDGE AND CRITICAL SKILLS:**
1. Knowledge in reading intervention strategies and actual implementation.
3. Knowledge of technology based activities that assist and facilitate student progress.
4. Ability to communicate effectively with students, school personnel, and parents, and work cooperatively with others.
5. Ability to motivate students and get them excited about learning.
6. Candidates must demonstrate a deep understanding of scientifically based reading research, reading development in children, and developmentally appropriate instruction for children.
7. Candidates must demonstrate leadership, organizational skills, and communication abilities to effectively coach and support teachers and their instructional teams.
8. Solid knowledge of important concepts in the discipline, prerequisite relationships between different aspects of the content and instructional practices specific to discipline.

**EXPERIENCE AND EDUCATION:**
1. Illinois teaching certificate with Reading Specialist Endorsement required.
2. Highly qualified under NCLB.

**Comments:**

**ENVIRONMENTAL CONDITIONS:**
1. Must work in noisy and crowded environments.
2. Indoors and outdoors in a busy school environment.
3. Frequently work at a fast pace with unscheduled interruptions.
4. May be required to leave main work site to attend meetings.
5. Public contact requiring appropriate business-like apparel.

**PHYSICAL DEMANDS:**
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.

**ADA:**
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**TERMS OF EMPLOYMENT:**
SCHOOL DISTRICT U-46
JOB DESCRIPTION
ENGLISH LANGUAGE LEARNERS
LANGUAGE ARTS/READING TEACHER

Nine month position (189 work days)

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ________________________________    Date: _____________
Supervisor Signature: ________________________________    Date: _____________