

Lone Jack C-6 School District



Job Title:	Title I Teacher	Department:	Faculty
Reports to:	Building Level Principals	Classification:	Exempt
Type of Position:	Contracted	Length of Contract:	174 Days

Summary

The job of a Title I School Teacher was established for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

The Title I teacher is responsible for group and individual instruction of reading for students who meet state and federal guidelines. The Title I teacher supervises and develops lessons for paraprofessionals, and measures student progress.

The Title I teacher promotes and develops successful reading instruction for students and performs 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.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities of a Classroom Teacher

An individual who holds this position is required to:

- Content Knowledge Aligned with Appropriate Instruction
 - Plans the year so students will meet high standards and perform well on external assessment
 - Makes connections to prior knowledge, experience, and reading
 - Designs lessons focused on measureable outcomes aligned with CCSS and Essential Standards
- Student Learning, Growth & Development
 - Designs lessons that are relevant, engaging, and promote critical thinking and problem solving
 - Designs lessons that are motivating and target all learning needs, styles, and interests
 - Differentiates and scaffolds instruction to accommodate all students' learning needs
 - Assigns appropriate homework, holds students accountable for turning it in, and gives feedback

- Curriculum Implementation
 - Conveys high expectations and instills in each student a desire to master the material
 - Gives students a clear sense of purpose by posting the unit's essential questions and the lesson's goals
 - Takes responsibility for students who are not succeeding and gives them extra help
- Critical Thinking
 - Has students actively think about, discuss, and use the ideas and skills being taught
 - Frequently checks for understanding and gives students helpful feedback
- Positive Classroom Environment
 - Clearly communicates and consistently enforces high standards for student behavior
 - Is fair and respectful toward all students and builds positive relationships
 - Teaches routines, procedures, and expectations and has students maintain them all year
 - Maximizes academic learning time through lesson momentum and smooth transitions
- Effective Communication
 - Gives parents clear expectations for student learning and behavior for the year
- Responds promptly to parent concerns and makes parents feel welcome in the school
 - Promptly informs parents of behavior and learning problems, and also updates parents on good news
 - Updates parents on the curriculum and suggests ways to support learning at home
- Student Assessment & Data Analysis
 - Diagnoses students' knowledge and skills and makes adjustments based on the data
 - Uses data from formative assessments to adjust teaching, re-teach, and follow up with struggling students
 - Analyzes data from assessments, draws conclusions, and shares them appropriately
 - Prepares diagnostic, on-the-spot, formative, and summative assessments to monitor student learning
- Professionalism
 - Has good attendance, is punctual and reliable with paperwork, duties, supervision, and assignments
 - Is ethical and forthright, uses good judgment, adheres to policies, maintains confidentiality
 - Has a confident, dynamic presence, captures and maintains students' attention & maintains composure
- Professional Collaboration
 - Seeks out and implements effective teaching ideas from colleagues, workshops, and other sources
 - Collaborates with colleagues to plan units, share teaching ideas, and look at student work
 - Contributes ideas, expertise, and time to the overall mission of the school and is a positive team player

Essential Duties and Responsibilities of a Title I Teacher

In addition to the normal job requirements of a classroom teacher, an individual who holds this position is required to:

- Implement a variety of assessment instruments to determine eligibility and instructional needs of students in reading.
 - Provide pre- and post-assessment data to program supervisor.
- Provide a variety of situationally appropriate instructional techniques and methods.
 - Promote high levels of achievement in relation to individual abilities.
 - Use techniques and methodologies appropriate to student abilities.
- Demonstrate knowledge of and ability to use research-based principles of effective instruction.
 - Organize instruction using learning objectives with clearly defined student outcomes.
 - Employ teaching strategies congruent with planned student outcomes.
 - Select teaching strategies emphasizing student involvement.
 - Monitor student learning and pace instruction accordingly.
- Develop and maintain a classroom environment behavior and communicate those rules to all students.
 - Develop written rules of classroom behavior and communicate those rules to all students.
 - Enforce written rules for classroom behavior.
 - Communicate goals and academic expectations to students.
 - Provide for the health and safety of students in all instructional settings.
- Prepare effectively for class.
 - Prepare daily lesson plans.
 - Provide instruction based on District reading standards.
- Develop and communicate appropriate progress grading standards to students.
 - Establish written grading standards that are clear and incorporate a variety of graded activities.
 - Assure that grading standards are explained, understood by the students, and available to parents.
- Develop and maintain positive interpersonal relationships.
 - Model personal behaviors of honesty, fairness, courtesy and Title I Teacher consideration.
 - Maintain a cooperative relationship with administration, staff, students, and parents.
 - Communicate with parents, counselors, and students.
 - Communicate with classified, certified, and administrative staff.
 - Instruct and direct assigned instructional assistants to maximize delivery of instructional services.
- Provide documentation of student progress.
 - Provide timely and accurate feedback/documentation to students and parents.
 - Maintain appropriate records of student performance.
 - Assign and check homework and provide feedback, when appropriate.
 - Keep parents and teachers informed through written and oral communication.
- Build motivation and interest in learning.
 - Exhibit personal interest and encourage student interest in the subject area.
 - Maintain an ongoing personal program of professional growth and development.

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 - Develop and implement annually an approved plan for professional growth and development.
 - Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness.
 - Participate in District sponsored inservice offerings appropriate to assignment.
- Act as instructional leader in the area of reading.
 - Coordinate and develop the Title I program in the school based on guidelines established by the District and state and federal governments.
 - Provide information to teachers about best practices in the area of reading.
 - Assist mainstream teachers in the location and preparation of reading materials.
 - Help develop inservices and learning opportunities for teachers and instructional assistants.
 - Plan activities for Title I parents' involvement in the school.
- Perform other related duties as assigned by the principal and/or superintendent.
 - Perform duties in accordance with District policy and terms set forth in the negotiated agreement.
 - Assist in the enforcement of school and District rules and policies.
 - Assume a share of responsibility for non-classroom student activities with the assigned workday.

A valid Missouri teaching certificate and complete transcript(s) of college credit must be on file for each teacher before the beginning of each new school year. It is the duty of each teacher to possess a valid certificate that covers the academic year (the teaching assignment/s and all other areas listed on the certificate). The teacher must assure that all professional development requirements and other DESE requirements are met to keep certification current.

Qualifications

An individual who holds this position is required to hold/maintain:

- Education
 - A minimum of a Bachelors Degree with emphasis in academic field
- Certificates, Licenses, Registrations
 - Valid Missouri Teacher Certification and/or appropriate Missouri Certification for academic field.
- Experience
 - Graduate degree and experience, preferred.
- Clearance of District background check

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings, and supervise students. They also may be required to sit for an hour or more at a time. This individual must be able to hear and engage in a conversation effectively in a noisy environment.

Attendance

Regular and consistent attendance is an essential function of this position.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal based on locally developed standards, which align to the Missouri Educator Evaluation System, Teacher Standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.