

Red Wing Public Schools Position Description

Title I Teacher

General Information

Department:	Instructional
Unit:	Teachers
Immediate Supervisor:	Building Principal
Grade Placement:	19
FLSA Status:	Exempt

Position Summary

The Title I Teacher is responsible for providing supplemental instruction in math and/or reading to students who need additional help and support in these areas under the guidelines and qualifications of the Title I program.

Essential Duties and Responsibilities

1.	Prepares lesson plans and prepares materials and required forms. Determines needs and abilities of students and decides on methods and techniques to best present and provide instruction to students within assigned subject(s) areas. Assesses and determines how to incorporate technology into lesson planning.
2.	Instructs students individually or in groups in subject areas of math and/or reading. a) Provides direct or indirect instruction at appropriate levels of difficulty and in accordance with district curriculum guidelines, standards and criteria. b) Assesses student progress and determining the need for additional reinforcement or adjustments to instructional plans/techniques/goals. c) Teaches specific learning objectives. d) Employs various teaching techniques, methods and principles of learning to best the needs of students and district learning outcomes. e) Organizes and maintains the learning environment.
3.	Evaluates student performance against learning objectives. Administers tests to determine level of instruction necessary.
4.	Attends Title I meetings. Schedules and conducts parent/teacher conferences to discuss and review student progress, needs, and addresses issues and questions of parents regarding student progress/needs.
5.	Trains and coordinates a team of "highly qualified" educational assistants. Provides instructional and curricular guidance to educational assistance staff.

6.	Documents and completes all federal and district required forms and documents to account for provided services.
7.	Facilitates and provides guidance to Title I staff regarding the use and analysis of progress monitoring tools.
8.	Facilitates child find activities in compliance with Title I requirements.
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor’s Degree

Major Field of Study or Degree Emphasis: Education and relevant instructional subject area(s)

Required Work Experience: None

Licenses / Certifications Required:

- Valid driver’s license in Minnesota
- Licensed as a teacher in Minnesota to teach in assigned areas of responsibility

Essential Knowledge Required to Perform the Essential Functions of the Position

- Teaching principles, practices, techniques and approaches.
- Child development theories and development stages and needs.
- Current trends, theories and technologies pertaining to learning and instruction.
- Assessment procedures and techniques, test construction, evaluation methods, learning outcomes and standards.
- Subject material, concepts and issues related to grade/subject of assignment.
- Basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
- Instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements.

Essential Skills Required to Perform the Work

- Planning and developing lesson plans consistent with approved program curriculum and educational outcomes.
- Presenting complex materials and concepts in an understandable and grade appropriate manner.
- Developing assessment tools, assessing and evaluating student performance and needs in the areas of reading and math.
- Leading group processes/discussions, utilizing a variety of instruction aids and technologies.
- Writing reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum using and applying professional/technical concepts, principles and terminology.
- Dealing effectively and appropriately with parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district.
- Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.
- Advising district administrators and/or committees concerning needs in curriculum and learning approaches, building site issues; event planning, or other activities as assigned.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Classification History and Approval

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