

AJO UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Classroom Teacher

JOB TITLE: Reading Intervention Teacher

DEPARTMENT: Instruction

REPORTS TO: Building Principal

APPROVED BY: Superintendent

DATE: October 2022

JOB SUMMARY:

To create a strong instructional program in grades PreK-3, each elementary grade teacher must be highly qualified to teach in the area in which they are employed. Teachers will receive a minimum of two annual formal evaluations from a qualified evaluator. Specific job, and employment responsibilities, are enumerated in the employment contract and will not be repeated in the job description. Teachers must meet all provisions of the teacher's employment contract to be appointed for subsequent years of service to the Ajo Unified School District as a teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides intervention support to assist students in development of writing & reading skills to meet state standards as measured on the AASA.
- Teaches curriculum prepared and presented by the district
- Develops lesson plans and instructional materials and provides appropriate instructional interventions to assist students in becoming academically successful in the grade or subject being taught
- Translates lesson plans into developmentally appropriate learning experiences for all students
- Communicates regularly with parents outside of the normal classroom day by means of letters, newsletters, notes, telephone, e-mail, webpage, and formally scheduled conferences/meetings
- Establishes and maintains a safe and orderly classroom conducive to learning for all students
- Continually evaluates student academic and social growth, and provides interventions to promote student success in relevant areas
- Records student academic progress weekly on student record keeping system and prepares parent reports as required by administration
- Identifies student needs and makes appropriate referrals for further study and evaluation of student individual educational needs
- Is available to students and parents for education –related purposes before and after the class day
- Plans for, and delivers, differentiated instruction based upon formal and informal assessments completed by students
- Creates a learning environment that is functional, attractive, and contributes to student learning
- All other duties as assigned by administration

SUPERVISORY RESPONSIBILITIES:

- Supervises classroom paraprofessional, students, and any volunteers
- Provides for care of instructional materials to avoid loss and abuse of school equipment

QUALIFICATION REQUIREMENTS:

- Highly qualified professional;
- Three years successful classroom teaching experience;
- Experience in teaching reading intervention groups
- Trained in the administration and interpretation of DIBELS: Dynamic Indicators of Early Literacy Skills (preferred)

LANGUAGE SKILLS:

The successful teacher must be able to read, analyze, and interpret general professional literature and district/state/federal regulations. They must possess the ability to write reports and professional correspondence as required by the position. They must possess the ability to effectively present information and respond to questions from groups of students, parents, administrators, the general public, and their peers. Teacher must be HQ in secondary English.

MATHEMATICAL SKILLS:

The successful teacher must possess the minimal math skills necessary to interpret test data and compute necessary grade computations.

REASONING ABILITY:

The ability to solve practical problems, and deal with a variety of concrete variables in situations where only limited information exists, is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or regulatory form.

OTHER SKILLS AND ABILITIES:

- The successful teacher must have the ability to apply knowledge of educational research and assessment data
- Ability to plan and implement learning objectives as required by the curriculum and assessment data
- Ability to establish and maintain effective relationships with students, parents, colleagues, and administration
- Must possess adequate oral and written communication skills

Note: The information contained in this job description is for compliance with ADA and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.