



## JOB DESCRIPTION

# READING TEACHER

Position	Reports To	Position Type
<b>Reading Teacher</b>	<b>Principal</b>	<b>Salary / Exempt</b>
Work Schedule	Salary Schedule	Last Updated
<b>10-Month Position 7:30am – 4:00pm</b>	<b>Set Annually Performance Based Schedule</b>	<b>March 2019</b>

### MAJOR FUNCTION:

The Reading Teacher is a member of the school faculty and will perform all standard teaching duties. In addition, the Reading teacher will carry out the school plan to improve the reading achievement of all students. This commitment will include attending professional development, collecting data, and providing feedback to the principal. Under the supervision of the principal the Reading Teacher will develop and implement lesson plans to provide diversified reading strategies and activities specifically designed for targeted students, while leading school wide efforts to improve literacy instruction.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and implements a program of instruction for reading curriculum that adheres to the school's philosophy, goals and objectives as outlined in the adopted courses of study.
- Makes purposeful and appropriate lesson plans which provide for effective teaching strategies and maximizes time on task.
- Presents reading materials and curriculum to students to maximize learning opportunity.
- Reviews student records to develop understanding regarding each student's abilities and needs. Maintain accurate and complete student records.
- Strives to maximize the educational achievement of each student.
- Utilizes a variety/range of student learning modalities in each lesson and uses differentiated instruction within those lessons.
- Utilizes diagnostic assessment of student learning on a frequent basis.
- Maintains accurate and completes student records.
- Assesses student strengths and weaknesses on a frequent basis, provides appropriate activities to address student needs and generates progress reports as required.
- Refers students with suspected learning problems to appropriate support personnel.
- Assigns lessons, corrects student work product and reviews oral presentations.
- Prepares students for state required achievement assessments.



- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for the continual improvement of the school's curriculum.
- Assists in the on-going curriculum revision process, including the revision of written courses of study.
- Assists in the selection of books, equipment, and other instructional materials.
- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.
- Creates a classroom environment that is conducive to reading education and appropriate to the maturity and interests of students.
- Maintains positive rapport with students; demonstrates patience and appropriate nurturing to assist in the growth of the child.
- Ensures classroom is clean, safe and includes student generated work on display as appropriate.
- Implements all relevant policies governing student conduct.
- Maintains order in the classroom in a fair and consistent manner.
- Develops lesson plans consistent with established guidelines and goals.
- Plans individual and / group learning activities designed to meet instructional objective and students needs.
- Prepares for classes assigned and shows evidence of preparation upon request of supervisory personnel.
- Participates with other staff members in curriculum planning during designated meetings.
- Incorporates diagnostic information as required in the student s Individual Education Plan (IEP) into planning.
- Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned instructional program.
- Strives to establish cooperative relations and makes reasonable effort to communicate with parents/guardians when appropriate.
- Communicates clearly, consistently and positively with parents via all appropriate mediums.
- Cooperates with members of the administration, other staff and the governing board.
- Maintains confidentiality regarding student records.
- Participates in parent communication activities.
- Participates in extracurricular activities to ensure a positive school culture and provide support for students and staff (as required).
- Serves on the school's Student Success Team to assist with providing remediations to students who are not meeting classroom expectations.

## **MINIMUM QUALIFICATIONS:**

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Bachelor's degree from an accredited college or university. Either holds or is eligible for a valid Florida teaching certification in Reading. Minimum of three (3) years of teaching experience and/or training in reading instruction. Applicant must be able to pass a Level 2 background check through the Florida Department of Law Enforcement and a reference check prior to being hired. A valid First Aid and CPR certificate issued by an authorized agency MUST be obtained within three months of employment.



## SALARY AND BENEFITS:

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Salary amounts are set annually by the Board of Directors. Consistent with the requirements of state statute, this school uses a performance-based salary schedule for all new employees whereby pay increases are based on teacher evaluation results from the previous year.

Teachers are allowed ten Personal Time Off days per year.

The school offers an array of benefits for employees, and will contribute up to approximately \$3,600 per employee towards health insurance benefits per year.

