

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/2012	<u>TEACHER, BASIC SKILLS</u>	1.7.11A
Effective Date	Job Title	Index

1. Primary Function: Provide instruction in targeted reading, math and written language to eligible students in Title 1 Schools.
2. Responsible to: Building Principal.
3. Essential Functions:
  - 3.01 Assist classroom teachers. Provide support to facilitate learning.
  - 3.02 Screen, test, and diagnose reading , math and language deficiencies of students.
  - 3.03 Establish priority list of students eligible for Basic Skills instruction.
  - 3.04 Determine, on the basis of priority, which students will receive instruction in Basic Skills.
  - 3.05 Notify parents of each child's participation in the Basic Skills instructional.
  - 3.06 Develop daily and weekly schedule of instruction for eligible students.
  - 3.07 Develop, based on diagnostic information, a prescriptive instructional plan for each student.
  - 3.08 Supervise the work of the assigned instructional assistants.
  - 3.09 Demonstrate ethical standards of conduct consistent with professional responsibilities of being an educator.
  - 3.10 Implement a workable system of communication between classroom teachers and staff to coordinate and maximize the instructional program in reading, math and language for each child.
  - 3.11 Participate in all staffings on students receiving instruction in the Basic Skills.
  - 3.12 Collect formative and summative data on student performance and use the data to inform instruction.
  - 3.13 Participate in professional development activities.
  - 3.14 Provide for parent participation in Basic Skills instructional program.
  - 3.15 Notify parents of each student's attainment at each grading period and conference.
  - 3.16 Assume additional responsibilities as required by federal program regulations.
  - 3.17 Perform other related duties as assigned.

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9/2012 Effective Date	<u>TEACHER, CHAPTER 1, BASIC SKILLS</u> Job Title	1.7.11B Index
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4. Minimum Qualifications:

- 4.01 A valid and current Oregon Teaching License valid for assignment.
- 4.02 Graduate level preparation in reading, math and /or language methodology and assessment preferred.
- 4.03 Previous experience (licensed, classified, or nonpaid) teaching reading, math or language to underachieving students.

5. Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

6. Minimum Term of Employment: 192 days.

7. Salary Level: Placement on Teacher Salary Schedule.

8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(supervisor)

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
(staff member)