

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/01	<u>TEACHER, LITERACY, ELEMENTARY</u>	1.4.1.1.1A
Effective Date	Job Title	Index

1. Primary Function: Provides instruction in literacy to students, grades K-5.
2. Responsible to: Building Principal.
3. Assigned Responsibilities:
 - 3.01 Plans and provides for literacy instruction toward the goals and objectives specified for the reading abilities of the students assigned.
 - 3.02 Organizes content and skills so that learning objectives are recognizable to the student and other observers.
 - 3.03 Utilizes instructional procedures and materials given in the Literacy Program Instructional Guides as the core of instruction.
 - 3.04 Administers tests to students for the purpose of student placement, assessment of progress, and assessment of student instructional needs.
 - 3.05 Matches activities and materials to individual and group skills and needs.
 - 3.06 Assists classroom teachers with the Primary Literacy Assessment.
 - 3.07 Documents student progress and literacy skills acquisition.
 - 3.08 Collaborates in selecting appropriate reading materials and strategies for students.
 - 3.09 Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.10 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.11 Makes sure students understand what to do before undertaking assignments.
 - 3.12 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.13 Participates in staff meetings/activities/staff development for school/staff.
 - 3.14 Follows specified standards, policies, and procedures of the building and District.
 - 3.15 Performs other duties as assigned.
4. Minimum Qualifications:
 - 4.01 Certification/License:
 - 4.01.01 Oregon Teaching License valid for assignment.
 - 4.02 Demonstrated ability to:
 - 4.02.01 Work collaboratively with classroom teachers.
 - 4.02.02 Work with primary age children.
 - 4.02.03 Work with struggling learners, K-5.

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- 5. Minimum Term of Employment: Teacher Contract.
- 6. Salary Level: Placement on Teacher Salary Schedule.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____