

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

2/83	<u>TEACHER, READING, SECONDARY</u>	1.4.1.1A
Effective Date	Job Title	Index

1. Primary Function: Provides instruction in reading to students, grades 7-12.
2. Responsible to: Building Principal.
3. Assigned Responsibilities:
 - 3.01 Plans and provides for reading 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 Reading 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 Administers tests for program evaluation.
 - 3.07 Submits data on student progress to the principal upon request.
 - 3.08 Uses a variety of appropriate classroom management techniques.
 - 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 Assigns appropriate instructional responsibilities to instructional assistants when available.
 - 3.13 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.14 Ensures that materials and equipment are properly used, maintained, and stored, and that inventory records when requested are accurate and current.
 - 3.15 Supervises students in out-of-classroom activities as assigned.
 - 3.16 Participates cooperatively on school, area, and District-wide activities.
 - 3.17 Follows specified standards, policies, and procedures of the building and District.
 - 3.18 Participates in scoring minimum skills objectives test in reading.
 - 3.19 Collaborates in selecting appropriate reading course placement for students.

Additional Responsibilities:

- 3.20
- 3.21
- 3.22

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4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate valid for assignment.
 - 4.01.01 Five-year regular secondary certificate; or
 - 4.01.02 Five-year regular elementary certificate; or
 - 4.01.03 Reading endorsement; or
 - 4.01.04 Extreme learning problems endorsement.

Additional Qualifications:

- 4.02
- 4.03
- 4.04

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 _____