

## JOB DESCRIPTION

TITLE: Title I Teacher

### PRIMARY FUNCTION:

To develop and implement the Title I Program in the assigned school/s, to supplement, not supplant, the classroom teacher's efforts in meeting the needs of those students identified as being strategic and/or intensive learners.

QUALIFICATIONS: Masters Degree in Reading or Math

REPORTS TO: Principal, Title I Supervisor

### PERFORMANCE RESPONSIBILITIES:

1. To discharge all responsibilities and fulfill all obligations as specified in the contract, policies, and guidelines of the Carroll County School Board and of the Title I Office.
2. To perform assigned duties such as bus duty and committee assignments, and to attend in-services, workshops, faculty meetings and PTA meetings required of all classroom teachers.
3. To use formal and informal assessment tools to screen potential Title I students referred by classroom teachers.
4. To provide guided, differentiated, and specific literacy instruction for those students identified as having difficulty with literacy and/or numeracy skills.
5. To collaborate with classroom teachers of students served in the preparation and implementation of daily schedules for instruction for remediation in Reading and/or Math. Coordinate and schedule support staff for remediation instruction that will insure continued co-planning.
6. To keep parents informed of their child's progress and to build a partnership that encourages and supports parent involvement both at home and at school by:
  - Holding a parent orientation meeting in the fall.
  - Establishing a Parent Advisory Committee.
  - Holding a minimum of two PAC meetings during the school year.
  - Conferencing with parents
  - Providing parents with support in working with their children.
  - Planning/implementing parent involvement activities.

7. To prepare and submit Title I reports, documentation as requested in a timely manner.
8. To maintain all records in order and up-to-date, including:
  - A lesson plan book
  - Files of pupil information
  - A list of Title I students being served in Reading and Math
  - Copies of all purchase orders
  - An inventory of equipment
9. To order materials as needed.
10. To serve as resource for classroom teachers and administrators.
11. To develop and maintain a positive working relationship with all staff members.
12. To maintain professional growth by attending Title I meetings in-services, workshops and reading conferences, reading professional journals and related materials, and staying abreast of research.

#### TERMS OF EMPLOYMENT:

The length of the contract will be determined by the Carroll County School Board. The salary will be from the Teacher Salary Scale.

#### EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of licensed personnel.