

Western Gateway Elementary School
Job Description
Certified Teacher

<https://westerngateway.school/>

Job Title: Certified Teacher- Reading Specialist

Job Classification: Exempt

Salary: Based on experience & qualifications

Contract Length: Regular School Calendar & Hours

Supervisor: Head of School

Approved By: Heather Zacarias

Date Approved: 1/31/2022

Job Summary

Position is responsible for implementing a comprehensive literacy program at WGES through coaching, supporting, and guiding teachers in best practices for literacy instruction. Position conducts staff development, models lessons, conducts classroom visitations and provides feedback to teachers and administrators on the school's literacy program. Position is responsible for analyzing school literacy data and planning for future literacy needs. Position is responsible for instructing students individually or in groups to enable students to develop literacy skills.

Essential Duties

1. Support and implement the school's philosophy, mission, vision, values, yearly initiatives and school-wide goals.
2. Coordinates the school's reading program across disciplines.
3. Coordinates and manages Reading Sufficiency Act (RSA) compliance, duties and responsibilities.
4. Assists administrators and teachers in the implementation of a comprehensive literacy program.
5. Facilitates the school's literacy team to implement a support framework for student achievement in literacy and to review the reading progress of students.
6. Collects and facilitates the review and use of school literacy data to guide instruction and plan for student needs.
7. Demonstrates literacy lessons to teachers in classroom and workshop settings.
8. Observes literacy lessons and provides feedback to teachers to improve literacy instruction at the school, including planning for ongoing monitoring and support.
9. Coordinates the literacy work of other reading staff in the building as applicable.
10. Provides individual and/or small group instruction to meet the needs of students.
11. Interprets the abilities and disabilities of students and works cooperatively with classroom teachers who have these students in classes.
12. Assists with screening, evaluating, and recommending interventions for students reading in the lower quartile.
13. Completes reports, collects data and provides information for program monitoring as requested.
14. Conferences as requested with parents/guardians regarding the English reading and writing performance of students.
15. Participates in writing and monitoring the implementation of the curriculum.
16. Participates in the construction and selection of literacy assessments.

17. Selects, requisitions, and maintains books, instructional materials, and instructional aids.
18. Communicates regularly and effectively with parents or guardians through conferences and other means to discuss student progress in both academics and social-emotional well-being.
19. Supervises and monitors safe student transitions and escorts students to resources, bathrooms, cafeteria, room changes, dismissal and other activities in the building.
20. Administers standardized and non-standardized testing in accordance with school's testing practices and frequently analyzes and interprets data seeking continual improvement and high achievement for all students. Demonstrates preparedness for team collaboration and planning.
21. Models non-discriminatory practices in all activities.

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities and events.
3. Creates an effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Head of School or other appropriate administrators.

Evaluation

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year by evaluators using WGES measurement tool.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for an Oklahoma Teaching License with an endorsement as a Reading Specialist. Must have completed at least three years of successful teaching experience in an elementary setting. Must possess native or near-native proficiency (oral and literate) in English and have a high degree of cultural competency. Must possess familiarity with second language acquisition pedagogy. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public. Proficient Spanish skills in speaking, reading, and writing is not required but preferred.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

Supervision Received: Head of School, Assistant Head of School, Instructional Facilitator

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date