

READING RESOURCE TEACHER

PRIMARY FUNCTION:

Under the immediate supervision of the site administrator (and the technical supervision of the Director, Learning Support, the Reading Resource Teacher shall provide site level leadership to the staff in the implementation of the kindergarten through fifth-grade integrated language arts program. Assistance shall be provided through diagnostic/prescriptive planning, staff development, training of support staff, demonstration teaching and direct instruction with small groups and individual students.

Professional Responsibilities

1. Compile and analyze data as required.
2. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings, and staff development opportunities.
3. Maintain personal standards of grooming compatible with the contract.
4. Maintain standard of promptness in carrying out assignments.
5. Maintain student records for individual caseloads.
6. Meet obligations as specified by the Education Code and Board Policy.
7. Participate in District, and department activities such as staff meetings and Professional Learning Community work.
8. Participate in school and community activities, staff meetings, advisory committees, PTA, SSC and special programs as needed.
9. Share responsibility for effective operation of the school program.

ESSENTIAL FUNCTIONS:

Direct Service and Consultation

1. Assist instructional staff in the implementation of the integrated language arts program, including its management system, in classrooms and other instructional settings.
2. Assist staff in planning and organizing reading instruction and the selection of instructional resources related to student needs.
3. Communicate with parent or guardian through a variety of means regarding the language arts program, including ways in which parents can help their children and the program (as volunteers or in another capacity).
4. Coordinate staff development activities in language arts (reading, writing, listening, speaking) and related areas such as spelling and literature, including training of support personnel.
5. Model effective instructional strategies in the implementation of the integrated language arts program.
6. Participate in Student Study Team meetings to provide assessment information and advice on modifying the student's instructional program as necessary.
7. Prepare and distribute student and professional materials to support the language arts program.
8. Provide supplementary, specialized diagnostic services and prescriptive instruction to small groups or individual students.
9. Support language development in kindergarten and reading instruction in grade one, with an emphasis on early intervention to prevent and address reading difficulties.

Other Duties and Responsibilities

Under the direction of his/her supervisory, the reading resource teacher may be assigned to:

1. Assist with standardized testing procedures in accordance with the District and school testing program.
2. Coordinate the distribution and collection of required documentation.

3. Participate in material selection and curriculum development programs within the school of assignment and/or on a District level.
4. Plan, coordinate and evaluate the work of aides, teacher assistants, Student Helpers and other paraprofessionals, and as requested by the supervisor, participate in the selection of these people.
5. Share in the sponsorship of language arts related activities.
6. Supervise students in classroom and out-of-classroom activities during the assigned work-day.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from supervisors or other professionals who have observed the teacher’s personal characteristics, scholastic attainment and classroom performance.

EXPERIENCE:

Three years of teaching experience preferred plus relevant staff development in the area of literacy.

EDUCATION/CREDENTIALS:

Bachelor’s degree, including all courses to meet the credential requirements. Credential(s) to meet the requirement of the assignment as established by state and local governing boards.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking clearly to exchange information and make presentations.
- Lifting books, materials and equipment to execute lessons.
- Restrain students who are physically aggressive.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to escort students around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.