

RESPONSE TO INTERVENTION/PROGRAMS TEACHER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Provide leadership, expertise and support at the school site level for the full implementation of instructional area standards, assessment and accountability. Works under the direction of District Office Student Services Department and the site principal/administrator and does not supervise any staff.

ESSENTIAL JOB FUNCTIONS:

- Provide professional development for teachers at the site and district level designed to increase the classroom teacher's efficacy and capacity in assisting in meeting students content standards
- Identify needs, and design and deliver effective professional training
- Assist the classroom teacher and support staff in identifying individual students' needs
- Participate in the identification of at risk students
- Organize and monitor an effective intervention program (ie. before school, during school, after school)
- Train and monitor staff working with at risk students
- Maintain accurate records of students' progress
- Communicate with stake holders regarding student progress (attendance, motivation, etc.)
- Oversee Student Assistance Team and Student Success Team meetings ensuring RTI process
- Develop and prioritize long- and short-term instructional area objectives
- Maintain professional competence through participation in in-service education activities as provided by district, state, consultants or self-selected professional growth activities
- Perform instructional related duties as assigned
- Assist the principal with the ongoing process of updating the SPSA/SWP
- Oversee SSC/ELAC meetings ensuring minutes are accurately kept and compliance is monitored
- Assist the principal with leadership meetings, Instructional Rounds, AGLT and other educational activities
- Work together with principals to create a meeting schedule that will ensure attendance at Instructional Rounds, SAT, AGLT, SSC/ELAC, leadership team, and other educational meetings at both sites throughout the school year

EMPLOYMENT STANDARDS:

- Ability to analyze and offer alternative problem solutions
- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

KNOWLEDGE OF:

- Recognized expertise in standards-based instruction curriculum design, effective instructional strategies and techniques, multiple assessment tools, and professional development delivery systems
- Technology/computer skills which include, but are not limited to, Aeries, Power Point, Excel, Word, Promethean, Active Inspire, etc.
- District, school site, and program policies and procedures
- State and District curriculum requirements
- Rules and regulations of State and Federal Programs
- Oral and written communication skills
- Public speaking techniques

SKILL AND ABILITY TO:

- Serve diverse needs
- Provide effective instructional leadership in getting students to instructional area standards
- Interpret, apply and explain district, school, and program policies, procedures, and regulations
- Perform assignments independently
- Provide in-service training
- Communicate effectively both orally and in writing
- Plan and organize work
- Meet schedules and time lines
- Understand program goals and objectives
- Analyze situations accurately and adopt or recommend effective courses of action
- Establish and maintain cooperative and effective working relationships with others
- Prepare and deliver oral presentations

WORKING CONDITIONS:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

- Possession of a valid California teaching credential
- Three (3) years teaching experience preferred

WORK YEAR:

185 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.