

Medical Lake School District #326  
Medical Lake, Washington

**CERTIFICATED POSITION ANNOUNCEMENT**

**Title 1 Specialist**  
**3-5 Reading, 3-5 Math/ELL**  
**Hallett Elementary School**

Posting Date: May 8, 2018  
Open until filled

Posting # 1819.08  
Superintendent:  
\_\_\_\_\_ Date \_\_\_\_\_  
Personnel:  
\_\_\_\_\_ Date \_\_\_\_\_  
New Employee:  
\_\_\_\_\_  
Start Date:  
\_\_\_\_\_  
Replacing: \_\_\_\_\_

**SUMMARY OF ASSIGNMENT:**

1. Assess student performance using multiple assessments.
2. Identify student need.
3. Work collaboratively with grade level, specialists, and building level teams to schedule instructional sessions.
4. Manage and supervise para-educators.
5. Manage and report all paperwork as required by district and State as per ESEA
6. Organize and maintain building resources.
7. Provide specific language support for all identified ELL students.
8. Support integrated model of instructional services, if appropriate.
9. Use research supportive of effective strategies and lesson design to increase reading and math performance.
10. Plan, prepare and implement lessons using a variety of strategies with an emphasis on performance based instruction and assessment when appropriate, and also including a direct instruction approach.
11. Provide strategies and support to para-educators and classroom teachers through a cooperative coaching model.
12. Demonstrate leadership and commitment to professional activities by staying up to date in the field, and current on educational trends and requirements.
13. Lead parent information and support meetings.
14. Lead building-wide professional development in both reading and math.

**PERFORMANCE RESPONSIBILITIES:**

1. Assess needs of students, prescribe and implement effective lessons to meet student needs through appropriate curriculum and instruction.
2. Coordinate school-wide benchmark assessment and weekly progress monitoring.
3. Develop a rank order of students to be served based on assessments.
4. Assist and provide opportunities for children served to acquire the knowledge and skills contained in the State Standards.
5. Provide technical assistance, coordination of services and support professional development
6. Support and assist alignment of assessments at building level.
7. Manage and report all paperwork required by the district and State as per ESEA.
8. Work collaboratively with grade level, building level and profile assessment teams to provide research-based interventions for students.
9. Manage the special program and supervise para-educators.

10. Plan lessons and provide direct and indirect instruction.
11. Work with teachers in grades 3-5 to assist students in meeting the demands of Washington State Testing expectations.
12. Utilize classroom management procedures for large and small groups and individuals that provides an environment conducive to learning.
13. Use appropriate disciplinary procedures, establish clear parameter for student behavior, responds appropriately when problems occur, and help students toward self-discipline.
14. Demonstrate the ability to lead interventions, discussions, and communicate effectively in both written and oral form.
15. Plan and prepare parent information nights to share information about Title/LAP program, and provide skills strategies and tools to help parents support student growth.
16. Willingness and commitment to participate in professional collaboration.
17. Demonstrate a thorough understanding of the instructional process.
18. Attend workshops and conferences to be informed regarding ESEA requirements, current educational developments and applications.
19. Monitor, support, and supervise para-educator staff.
20. Knowledge and skill with multiple web-based intervention programs and data management programs.

#### **QUALIFICATIONS:**

1. Washington state teaching certificate with appropriate endorsement as required by law and regulations
2. Bachelor's degree in education
3. ELL endorsement
4. Public school or related experience preferred
5. Math and Reading major/minor preferred
6. Experience and understanding of the demands of State Assessment expectations for grades 3-5.
7. Have experience in intensive reading programs in grades 3-5, such as Title 1, LAP, Reading Recovery, or other reading programs preferred.
8. Experience with developing Excel or Goggle spreadsheets as a means of data collection.

**IMMEDIATE SUPERVISOR(S):** Building Principal

#### **APPLICATION PROCEDURE:**

##### **Current Employees:**

Please submit a letter of interest

##### **Other Applicants:**

Please apply online through FastTrack at [www.mlzd.org](http://www.mlzd.org) , navigate to the Employment page.

##### **Questions regarding applications can be directed to:**

Debra DuPey, Human Resources Specialist

[ddupey@mlzd.org](mailto:ddupey@mlzd.org) or 509-565-3120