

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Instruction

Standard Title: Reading Resource Teacher

Primary Function:

A Reading Resource Teacher will execute all duties required for an effective reading/Title 1 program for all assigned children.

Supervision Received:

A Reading Resource Teacher is directly responsible to the assigned Principal and/or his/her designee.

Direction Exercised:

A Reading Resource Teacher is responsible for the supervision of all assigned students, aides and volunteers.

Essential Duties:

1. Submit to the Reading Resource Coordinator the necessary information as required by State and Federal guidelines.
2. Assist in the selection/scheduling of eligible students.
3. Diagnose the individual learning needs of assigned students.
4. Develop programs and select materials for the instructional needs of assigned students.
5. Make recommendations for the purchase of materials and equipment.
6. Implement varied learning modes that will enhance regular classroom instruction.
7. Evaluate student progress in regard to the stated program objectives.
8. Keep accurate up-to-date records on student performance.
9. Keep students, teachers, and parents informed of the goals and progress of assigned students.
10. Perform other duties as assigned by the Reading Resource Coordinator.
11. Supervise the work of any assigned aides.
12. Inventory and requisition materials.

Secondary Duties:

1. To work with the principal in providing a program of continuous instructional delivery to assigned students.
2. Keep informed of modern educational thought and practices through advanced study, attending conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
3. Performs duties with awareness of all LEA requirements and practices.
4. Perform duties as assigned by the Superintendent and/or his/her designee.

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. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Reading Resource Teacher shall hold at least a bachelors degree and appropriate certification from an accredited institution.
2. Knowledge of State and Federal regulations relative to elementary instruction.
3. Knowledge of program planning and budgeting.

4. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.