

JOB TITLE

Elementary Literacy Teacher

REPORTS TO: Building Administrator

DEPARTMENT:

JOB DESCRIPTOR: H17

SCHEDULE: Teacher

DATE: July 1, 2004

NON-EXEMPT:

NATURE AND SCOPE OF JOB:

The purpose of the Elementary Literacy Teacher is to plan and provide individualized or group reading instruction to elementary students grades K-6 with a focus on primary students. This job also requires the teacher to communicate effectively with classroom teachers regarding the identification of students needing the specialized instruction and scheduling for the instruction.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

1. Participate in training and continuing support for teachers.
2. Provide reading instruction to elementary students.
3. Communicate with classroom teachers regarding the selection and scheduling of students.
4. Develops in a cooperative manner with the principal, the district literacy facilitator, and the building literacy leader, a plan for the improvement and enrichment of instruction.

OTHER FUNCTIONS:

1. Performs other duties within the building such as recess supervisor, lunchroom or hall duty, bus duty, etc., as assigned by the principal.
2. Participates in the required in-service days designed for staff development.
3. Follows all School District policies and procedures including those required of an elementary teacher.
4. Maintains accurate and complete records that are required by the law, School District policy, and procedure.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Knowledge of and application procedures on use of personal computers and programs appropriate for elementary reading, math, and language.
- Ability to follow and successfully complete both written and oral directions.
- Ability to enunciate clearly and communicate positively throughout the work day.
- Ability to calculate accurately.
- Possess visual acuity, aided or unaided, to read and interpret accurately written reports of a technical nature.
- Possess the ability to work with various personality types.
- Possess sound emotional judgement.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

- Possess all certificates required by the State of Wyoming.
- Possess at a minimum a Bachelor's Degree.
- Continue to pursue graduate level classes for professional growth.
- Trained in Balanced Literacy components..

EQUIPMENT USED:

Personal Computer	Typewriter	Photocopy Machines
Duplication Machines	Adding Machine/Calculator	Video Play-back equipment
Assistive Technology Equip.	Audio Play back Equipment	

PHYSICAL DEMANDS:

- Possess stamina to remain on feet for periods as long as two full hours without discomfort or excessive fatigue.
- Possess stamina to remain seated for periods of two hours without discomfort or excessive fatigue.
- Possess visual acuity and stamina to work at a computer monitor for at least part of each day.
- Possess sufficient strength and endurance to project voice to classrooms for some period of time throughout the work day.

ENVIRONMENTAL DEMANDS:

- Air conditioned buildings.
- Occasional exposure to weather extremes.

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