

JOB TITLE**Reading Teacher****REPORTS TO:** Building Administrator**DEPARTMENT:** English**JOB DESCRIPTOR:** I79**SCHEDULE:** R D**DATE:****NON-EXEMPT X****NATURE AND SCOPE OF JOB:**

The purpose of a teacher's job is to teach students to read, write, problem solve, compute, find information, think, work cooperatively with others, and meet all district-required curriculum objectives.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Plans and implements a program of study that meets individual needs, interests, and abilities within the CCSD reading curriculum.
2. Uses effective teaching techniques and materials to implement curriculum objectives and goals.
3. Writes weekly lesson plans describing daily learning experiences correlated to curriculum objectives.
4. Monitors and assesses student progress and provides feedback on a regular basis to students and parents/guardians.
5. Diagnoses, instructs, and evaluates specific students' needs and seeks assistance of classroom teachers or other specialists as needed.
6. Communicates aims/objectives to students in a well-planned, organized manner in clear, concise terms.
7. Creates a classroom environment conducive to learning and appropriate to the maturity of the students.
8. Assists administration in implementing all policies, regulations, and rules of CCSD.
9. Creates educational experiences to provide students with opportunities to develop potential in self-esteem, personal-social adjustment, decision making, and other life skills.
10. Promotes and follows adopted Campbell County School District philosophy, policies, and administrative procedures.
11. Communicates concerns and ideas with colleagues, parents, students, and community in a positive manner.
12. Assumes legal responsibilities for supervision of students on school property or in attendance at school-sponsored activities.

13. Strives to maintain and improve professional competence.
14. Assumes individual responsibilities assigned by the principal/supervisor which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
15. Maintains accurate, complete, legible, and correct records as required by law, CCSD policy, and administrative regulation.
16. Takes necessary precautions to protect students, equipment, materials, and facilities.
17. Conducts oneself in a business-like and task-oriented manner.
18. Strives to be a good employee as well as an effective teacher.

OTHER FUNCTIONS:

1. Attends and supervises curriculum oriented field trips.
2. Attends building staff meetings and district curriculum meetings.
3. Keeps informed of new reading techniques and current research in the field of reading.
4. Completes reports in a timely manner.
5. Is prepared to discuss students' progress at parent conferences and requested meetings.

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

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Possess a broad specific knowledge with expertise in areas of certification.
- Possess group dynamics and interpersonal skills.
- Possess knowledge of psychological, emotional, and educational behavioral development of children.
- Possess classroom management skills which include discipline as well as record keeping and assessment ability.
- Possess technological and computer skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement, and analytical abilities.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Possess all certificates required for the State of Wyoming.
- Possess at a minimum a Bachelor's Degree.
- Continue to pursue graduate level classes for professional growth.
- Complete all required core classes in CCSD.

EQUIPMENT USED:

Laser Player

Telephone

Overhead

VCR

Slide Projector

Tape Recorder

CD Rom

Computer

LCD

Movie Projector

Reading Machines

TV

PHYSICAL DEMANDS:

- Be able to stand, walk, and sit for long periods without fatigue or discomfort.
- Be able to lift up to 50 pounds.
- Be able to lift above the head at least 50 pounds.
- Be able to push up to 200 pounds up to 30 feet.
- Be able to pull up to 100 pounds up to 50 feet.
- Be able to carry up to 25 pounds up to 100 feet.
- Be able to stoop, kneel, crouch, reach, handle, finger, talk, hear, and see.

ENVIRONMENTAL DEMANDS:

- Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.
- Be able to tolerate noise up to 90 decibels.
- Be able to work in a building that heats with coal.
- Be able to work after dark.

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