



File #180

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: TITLE I Lead TEACHER (ELA, MATH, SCIENCE, SOCIAL STUDIES)	Building: Elementary/Middle
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: .06 times Master Step 14 salary	Expected # of participants:
Date of Last Program Review: May 2018	

Statement of purpose: *will be the same for all*

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight for all aspects of the co-curricular group.**

Detailed essential functions - specific to position: {Refers to the duties and responsibilities of the person in charge of this co-curricular group}

Elementary

1. Conduct testing of new students to the school to determine needs for support.
2. Maintain and update priority lists based on benchmark assessments.
3. Conduct beginning of the year testing to determine whether a child is on/off track and create any necessary RIMPS.
4. Enter data for RIMPS into Infinite Campus (IC).
5. Throughout the year, complete missing data from RIMPS, this includes missing parent meeting dates, reading status, enter intervention codes onto every RIMP, enter on/off track status, crosscheck our paper RIMPS to the electronic ones. back-date the data of withdrawn students.
6. Provide professional development each year for teachers on DIBELS.

All Grade Levels

7. Assess incoming students using building based or district adopted pre-assessments.
8. Compiles and monitors priority lists students and provides updates quarterly to staff on student progress.
9. Attend district level and building level teacher based teams.
10. Required to be a member of the Building Leadership Team (BLT) or District Leadership Team.
11. Attend professional development to assist buildings in implementing intervention supports.

12. Provide and review data on intervention supports for students in regards to the building level action plans.
13. Assist with curriculum adoptions in the four content areas to meet student in need of additional support.
14. Provide professional development to staff on district initiatives and plans to address students not on track or meeting mastery.
15. Aid teachers with district and Ohio State Testing.
16. Train and organize any volunteer programs in buildings related to the Title I services and the building level action plan.
17. Assist counselor with data to support district level success plans.
18. Provide professional development for teachers on how to upload interventions and assessments in Illuminate Ed.
19. Compile and organize the online Title Notebook to compliance standards.
20. Assess students at beginning, mid-year, and at the end of the year in regards to interventions established to address student needs.
21. Title I Leads will teach part of the day.

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Throughout the school year

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students

- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.