

## Reading Teacher

### **Purpose Statement**

The job of Reading Teacher is done for the purpose/s of engaging students in learning activities that prepare them to reach grade level benchmarks and to become college and career ready. The teacher prepares and implements instruction, activities, class periods, materials and assessments to enable students to improve their skills in the area of reading comprehension.

### **Essential Functions**

- Develops and conducts classroom, small group, and individual lessons to teach students skills in reading to meet common core standards.
- Prepares lesson plans, activities, assignments, assessments, and materials that follow curriculum guidelines.
- Provides timely feedback on summative and formative assessments to allow students to improve skills necessary for post-secondary success.
- Meets with students outside of classroom instruction time in order to provide extra instruction as needed.
- Collaborates and communicates with colleagues, students, and parents to determine best practices and strategies for improving student achievement.
- Establishes and enforces rules for behavior and procedures for maintaining order among students.
- Maintains accurate, complete and correct student records as required by laws, district policies and administrative regulations.
- Administers standard ability and achievement tests and interprets results to determine student strengths and areas of need.

### **Other Functions**

- May direct and organize school activities, clubs and other extracurricular activities.
- Performs administrative duties such as hall & cafeteria monitoring, and bus loading/unloading as assigned.
- Attends staff meetings and serves on staff committees, as required.
- Attends professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Performs other related duties as assigned.

### **Job Requirements: Minimum Qualifications** **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: verbal and written communication; operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and /or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; stages of child development/behavior and learning styles; evidence-

based practices to help children meet goals; age appropriate student activities; safety practices and procedures; conflict resolution; and crisis de-escalation techniques.

ABILITY is required to schedule activities and/or meetings; often gather, collate and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with job-related data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; building effective relationships; maintaining confidentiality; preparing and maintaining accurate records; working individually and as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding and/or coordinating others; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** One or more years of related teaching experience preferred.

**Education:** Bachelor's degree in Education or related field. Master's degree preferred.

**Equivalency:**

### **Required Testing**

### **Certificates and Licenses**

Kansas Teacher Certification  
Reading Specialist Certification

### **Continuing Educ./ Training**

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**