

MTSS After School Academic Enrichment Teacher

Reports to: Building Coordinator or designee

Position Responsibility: The MTSS After School Academic Enrichment Teacher will help students prepare for the rigors of daily mathematical, reading and SAT test-taking techniques. The teacher will identify and implement strategies in reading, writing, math and reasoning, to increase the overall cumulative grades and average student SAT score

Qualifications/Skills:

- Professional Educator License
- Training and/or experience in SAT or standardized test preparation
- Collecting, interpreting, and communicating data to a variety of audiences
- Ability to work as a member of a team
- Ability to use word processing and spreadsheet software
- Possess excellent organizational skills
- Ability to work effectively with administrators, teachers, students and parents
- Demonstrate knowledge of SAT strategies
- Disaggregation of various assessment data (e.g., local, state, and federal)

KEY FUNCTIONS:

A. Familiarize students with academic growth plan

1. Explain purpose of SAT
2. Detail objectives of each subsection of SAT and review of academic pre/post test
3. Communicate relevance of SAT to students and parents
4. Identifies, selects, and modifies evidence-based research supplemental materials to meet the needs of the students with varying backgrounds, learning styles, and special needs.
5. Communicates MTSS program and procedures to instructional staff and parent/guardians.
6. Assists instructional staff in acquiring and developing MTSS resources and materials to better meet the needs of identified students.
7. Works with School Improvement Team and Division Leaders as needed to ensure vertical and horizontal articulation for struggling identified students.

B. Assessment/Program Effectiveness

Pre-Test Assess student and program model success based on formative and summative data.

Prepares Weekly Supplemental Reports as required by the Office of Federal Programs

1. Monitors the implementation of MTSS process.
2. Collects and analyzes data to gauge effectiveness of interventions.
3. Communicates data to staff, parents, and students.
4. Use data to help identify students who need additional support.

C. Professional Development

1. Participates regularly scheduled school improvement and parent meetings.
2. Facilitates professional development of staff members.
3. Supports attendance of staff at trainings, workshops, and conferences.
4. Models research based instructional practices and interventions for staff.
5. Uses data to assist teachers planning whole and small group instruction.
6. Helps teachers develop and implement classroom-based, developmentally appropriate interventions.

D. Communication

1. After school individual and group sessions with students to monitor their progress
2. Communicates to Administrator, Counselor, Dean and teachers
3. Celebrates student successes and accomplishments
4. Assists students in accepting themselves and understanding their physical, emotional and social growth.

Terms of Employment: Title I funded. Positions ends when the regular school term ends.