



Longview Independent School District

JOB DESCRIPTION TEACHER – READING

JOB TITLE:	Teacher–Reading	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

To increase the reading and writing achievement of students by providing intensive, one-on-one prevention/intervention for those students most “at risk” of reading and writing difficulties

QUALIFICATIONS:

Minimum Education/Certification:

Master’s degree, preferred
Bachelor’s degree from accredited college or university
Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

Minimum Experience:

At least five years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Attend Assessment training for teachers not previously trained
2. Continue to refine and improve teaching through continuing contact training sessions
3. Teach at least four at-risk children daily in individual 30-minute lessons
4. Perform other duties, as assigned, during the part of the day when there are no Reading lessons



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Collect and maintain data on children enrolled in Reading, children tested as part of the random sample for the school, and children tutored part of the day
6. Record children's reading and writing behaviors during lessons and use data to make moment-to-moment teaching decisions in collaboration with Reading Recovery classroom teachers
7. Excellent communication with parents
8. Ask for Teacher Leader consultation on problems related to children's progress or implementation of the reading program
9. Serve as a member of the School Literacy/SST team
10. Collaborate with other teachers in the network to refine student reading skills
11. Collaborate with Literacy Coaches to help create effective and seamless literacy experiences within the Longview ISD curriculum framework
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2017