

## WAYNE COUNTY SCHOOLS JOB DESCRIPTION

- Position:** Elementary Title I Reading and Mathematics Teacher
- Evaluated by:** Principal/Assistant Principal
- Job Description:** The Elementary Title I Reading and Mathematics Teacher is assigned to deliver a comprehensive educational program in accordance with federal and state law and West Virginia Board of Education and county policies and regulations.
- Qualifications:** Holds or qualifies for a West Virginia Professional or Temporary Teaching Certificate endorsed for elementary education, grades K-6 or multi-subjects, grades K-8.  
Reading specialist or reading at the grade levels applicable to this assignment (K-5) preferred.
- Length of Employment:** 200 Days
- Responsibilities:** The Elementary Title I Reading and Mathematics Teacher shall have the following responsibilities and duties:
1. To implement the programs of study approved by the West Virginia Board of Education and the county Board of Education.
  2. To foster a classroom climate conducive to learning.
  3. To utilize instructional management systems models that increase student learning.
  4. To monitor student progress toward mastery of instructional goals and objectives.
  5. To communicate effectively with the educational community and parents/guardians on a regular basis.
  6. To meet professional responsibilities.
  7. To demonstrate competence in the knowledge and implementation of the technology standards.
  8. To implement federal and state-mandated initiatives at the elementary level.
  9. To comply with the specifications of the Title I Project application.
  10. To analyze the students' test results to identify each student's strengths and weaknesses.
  11. To create a student profile based on the results of the test analysis.
  12. To assist, as necessary, with the state and county testing program in accordance with state and county policies.
  13. To collaborate with the regular classroom teachers in the design and modification of reading and mathematics instructional programs as needed.
  14. To encourage recreational reading.
  15. To encourage parental involvement through suggested home activities, conferences and workshops.
  16. To complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education, and/or the county Board of Education.
  17. To report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
  18. To identify and refer for screening and evaluation any child who has learning deficiencies.

19. To advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
20. To complete duty assignments as designated by the principal.
21. To communicate to parents/guardians the progress and/or deficiencies of students.
22. To accept responsibility for the behavior of the students assigned.
23. To supervise students at all times in accordance with state, county and school policies.
24. To attend all faculty senate and other required meetings.
25. To fulfill annual continuing education requirements and attend other required training programs.
26. To take student attendance as legally required and in accordance with county policy.
27. To maintain and order supplies and equipment necessary for the successful operation of the instructional program.
28. To accept reasonable extra duty assignments necessary for a successful school program.
29. To prepare and maintain documentation for federal program monitoring.
30. To develop, distribute, and maintain parent/student/teacher compacts as required for all Title I schools.
31. To assist in the development and implementation of the Title I components of the five-year strategic plan.
32. To plan and deliver multiple annual parent trainings in the areas of reading and mathematics as required by Title I regulations.
33. To maintain professional work habits.
34. To maintain and upgrade professional skills.
35. To perform other duties as assigned by the principal.