

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Title I Resource Teacher

EXEMPT: Yes

SALARY LEVEL: Determined by Certified Salary Schedule

LOCATION: Assigned Buildings

REPORTS TO: Title I Coordinator and/or Building Principal

LENGTH OF WORK: 185 days / year

PREPARED BY: Dr. John Hill

DATE: 06-08-99

APPROVED BY: Dr. John Hill

DATE: 06-08-99

JOB GOALS:

Instructs children in activities designed to improve language arts and mathematics skills by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Designs special help programs for Title I students and encourages parent-teacher cooperation.
2. May administer tests and evaluate test results to discover level of language and math skills.
3. Confers with school administrator and teaching staff to obtain additional testing information and to gain insight on student behaviors affecting learning process.
4. Schedules work times for instructional assistants and helps provide direction for implementation of students' programs.
5. Works with students as assigned.
6. Evaluate, with principal input, the classified personnel assigned to the Title I Program.
7. Attends professional meetings, writes reports, and maintains records.
8. Assists with in-service opportunities provided throughout the year.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE:

Four-year college or university program elementary certificate plus a reading endorsement.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

MATHEMATICAL SKILL:

Ability to teach basic mathematical concepts as needed. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations as required for completion of Title I reports.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMMUNICATION ABILITY:

Ability to establish good working relationship with administration, teaching staff, parents and students in advocacy for the Title I Program.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, map publications, reference books, textbooks, computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

185 days / year. Salary is determined by identifying experience and degree in the salary schedule.

EVALUATION:

Appraisal is described in the staff evaluation document.

Revised 12/8/00