



Job Description

Job Title: Reading Recovery Lead Teacher

Position Code: 2E09 or BE09

Job Classification: Exempt

Supervisor: Executive Director

Pay Grade: 39

Contract Length: 192 / 245 Days

Job Summary

Position is responsible for providing training and support to Reading Recovery teachers and assisting with program implementation. Position conducts staff development, performs classroom visitations, collects and reports student data, and monitors the program. Position also performs the duties of a teacher, which includes instructing students and creating a safe and orderly learning environment.

Essential Duties

1. Performs the duties of a teacher, to include instructing two (2) students daily through the Reading Recovery program and creating a safe and orderly learning environment.
2. Develops and conducts inservice training for Reading Recovery teachers regarding the program, instructional strategies, and best practices.
3. Performs classroom visitations, coaches teachers in the improvement of instructional performance, and monitors improvement.
4. Demonstrates lessons in classroom situations for observation by teachers.
5. Coordinates the testing and selection of students into the program.
6. Coordinates student's Reading Recovery schedules with existing instructional programs.
7. Monitors the progress of children in the Reading Recovery program.
8. Provides a leadership role in the development and revision of the Reading Recovery curriculum and curriculum guides.
9. Serves as a resource to school administrators and content area teachers in identifying reading needs, adapting instructional techniques, and implementing the Reading Recovery program.
10. Assists with the development of school literacy teams.
11. Assists the Director II (Elementary Education) with evaluation of the program and its effectiveness.
12. Collects and reports student data and prepares other related reports to national and local evaluation centers and appropriate administrative offices.
13. Monitors the appropriate use and care of equipment, materials, and facilities for the program.
14. Models nondiscriminatory practices in all activities.

Other Duties:

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge of Reading Recovery and instructional best practices.
2. Performs any other related duties as assigned by the Executive Director or other appropriate administrator.

Job Specifications

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

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for a Virginia Teaching License. Must possess teaching experience to include some experience with primary age children. Must possess a demonstrated evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Reading Recovery Teacher Leader Certification preferred. Experience as a Reading Recovery Teacher Leader preferred. Must possess effective instructional delivery techniques and excellent communication skills. Must possess an in-depth

knowledge of reading/language arts, instructional best practices and adult learning theory. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

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. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

Supervision Received: Executive Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The Reading Recovery Lead Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Updated: 10/21/09