

Title: Consulting Teacher of Literacy

Qualifications:

1. Maintains a valid Massachusetts DESE teacher certification that is appropriate for the grade level and subject area assigned. Massachusetts DESE Reading certification is required. (Masters degree or higher from an accredited college or university.)
2. Highly Qualified as per Massachusetts Department of Elementary and Secondary Education (DESE).
3. Working knowledge of local and state reading assessment instruments and related curriculum.
4. Ability to interpret, implement, model and disseminate research-based best practices in literacy instruction.
5. Proven ability to relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
6. Possess good communication skills both verbal and written.
7. Demonstrated aptitude or competence for assigned responsibilities.
8. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
9. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

Reports To:

Building principal and ELA Coordinator.

Job Goals:

1. To provide a well organized, smoothly functioning class environment in which students can access and make progress towards Massachusetts standards based curriculum and develop social and emotional skills in order to participate in society.
2. To improve student performance by promoting best practices in the area of literacy instruction (Reading and Writing).
3. Provide a safe and supportive educational environment for all students.

Performance Responsibilities (include but are not limited to):

1. Provides direct instruction in literacy to identified groups of students.
2. Supervises all assigned students and any assigned paraeducators.
3. Evaluates individual students, as needed, and communicates performance and progress to staff and/or parents.
4. Creates a classroom environment that is conducive to learning student engagement.
5. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
6. Guides the learning process toward the achievement of curriculum standards and establishes clear objectives which reflect these standards for all lessons, units, and projects.
7. Employs a variety of instructional techniques and instructional media.
8. Provides leadership, coordination and professional development in literacy based on the review of school building testing data.

9. Meets regularly with the Literacy Specialist.
10. Assists teachers with reading/writing instruction in elementary classrooms.
11. Participates in Response to Intervention Teams as requested.
12. Maintains a literacy materials center including a professional library.
13. Implements the school district's strategic plan and individual school improvement plans.
14. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Maintains accurate and complete student records as required by law, district policy, and administrative regulation.
16. Assists the administration in implementing all policies and rules governing student life and conduct.
17. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
18. Follows individual student safety plans, IEP's, 504's, health care plans, etc.
19. Strives to participate in professional development opportunities to remain current in the educational field and presents this information to building based staff.
20. Attends staff meetings and serves on staff committees as required.
21. Establishes and maintains cooperative relationships with others.
22. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
23. Performs other related tasks and assumes other related responsibilities as may from time to time be as assigned by the Principal and/or Program Manager.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Terms of Employment:

School Calendar Year

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the EAPC teacher contract on the evaluation of teachers.

Salary:

Per current EAPC teacher contract

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Revision Plymouth School Committee:

Information: December 18, 1995

Discussion: December 18, 1995
Approved: December 18, 1995

Plymouth School Committee - Revised

Information: March 17, 2008
Discussion: March 17, 2008
Approved: March 17, 2008

Plymouth School Committee - Updated

Information: ---
Discussion: ---
Approved: ---