



Littleton Elementary School District Position Description

TITLE: Teacher on Assignment (District Office)

CLASSIFICATION: Exempt

REPORTS TO: Director for Special Education Services

GENERAL STATEMENT OF RESPONSIBILITIES: To support the Administrator for Educational Services and building Principals in promoting Response to Intervention strategies.

PRINCIPLE DUTIES: (Essential Duties & Responsibilities)

- Develop implementation and monitoring of the District's RTI Program
- Conduct monthly RTI Team meetings for periodical review and revision of program
- Assist in record keeping for students who are involved in RTI Program
- Assist in implementation of the District student RTI Programs. Prepare reports as needed for school improvement and board reports
- Research curriculum effectiveness and provide guidance in ordering materials, equipment and/or supplies necessary for the successful implementation to increase effectiveness of RTI Program
- Work with the administrative team to assess needs of the students and take the initiative to develop intervention programs to improve student achievement and behavior
- Assist in writing project proposals, amendments as requested by the Director of Special Education Services
- Attend local, state and regional meetings of Educational Support personnel that relate to RTI Program
- Collect and disseminate research information relative to present program status, program effectiveness and/or instructional alternatives for the purpose of improving instructional and behavioral programming
- Assist in developing and/or providing in-service programs for the purpose of improving RTI strategies
- Serve as a resource to the schools and the district on the RTI District Committee.
- Work with the faculty concerning supplemental teaching materials
- Monitor and support specific school RTI Teams on a weekly basis
- Assist in establishing a RTI reporting system.
- Implement Bench Mark Screenings three times a year
- Share data with each building team
- In conjunction with the Superintendent and other district administrators, plan, promote and coordinate staff development programs to support RTI Program and/or when assigned by the Superintendent, assist other district administrators in screening, testing, hiring and evaluating certified and support staff personnel
- Identify problem areas in the RTI Program and work with school personnel to develop solutions
- Perform other duties and responsibilities as assigned or requested by Superintendent or the Administrator for Educational Services

KNOWLEDGE AND SKILLS REQUIRED:

- Solving problems and resolving conflicts with students and adults
- Excellent written and oral communication skills to present information to staff
- Training in Essential Elements of Instruction and ability to teach EEI classes
- Knowledge of various instructional delivery skills
- Using computer and related software to prepare reports and documents related to curriculum
- Training and staff development skills, ability to train adult learners
- Managing a budget as assigned by principal
- Ability to analyze and interpret data and generate reports
- Ability to perceive, plan, implement and continuously improve the instructional program
- Analyze, manage and assist in planning and scheduling after school programs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction.
- Current instructional practices
- Evaluation, mentoring and training methods
- Arizona State Law and District policies and procedures
- Human growth and development
- Federal, state and district financial budgeting regulations, processes and procedures
- Effective classroom management strategies and discipline methods
- Arizona Department of Education and District School Improvement Process
- Analyze, manage and assist in budget development and submitting federal grants and proposals
- Function as a member of District committees as applicable or as assigned by the Superintendent

PHYSICAL REQUIREMENTS: Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

QUALIFICATIONS:

Valid teaching certificate and a minimum of three years of successful experience as a classroom teacher, or any combination of education and experience sufficient to successfully perform the essential duties of the job listed

Proficient in the essential elements of instruction

Knowledge and experience in leadership and staff development skills

Knowledge and expertise in integration of curriculum and instruction

Knowledge of Federal funding procedures and guidelines

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REQUIRED LICENSE/CERTIFICATION: Arizona Administrators/Principal Certification; MA Degree in Education Administration or related field; Teaching Certificate/Valid AZ Fingerprint Card

TERMS OF EMPLOYMENT: 225 days - \$5000.00 Addendum
301 Performance Pay is attached to this position

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Governing Board's policy on evaluation of Administrative Personnel.