

Vandalia-Butler City Schools
306 South Dixie Drive
Vandalia, OH 45377
(937) 415-6404

POSTING

May 8, 2008

The following position is posted for the 2008-2009 school year:

**EDK TEACHER
(Murlin Heights Elementary)**

All candidates should apply with a letter of interest and to the Department of Human Resources, by **Thursday, May 15, 2008.**

Please do not remove this notice from bulletin board prior to expiration of the posting.

Copies of the job description may be obtained from the Department of Human Resources.

VANDALIA-BUTLER CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: TITLE I PROGRAM TEACHER

File 321

Reports to: Principal

Job Objective: Plans, implements, and assesses academic intervention services to help students meet state academic content and performance standards.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology, Title I federal guidelines/grant, and other educational trends that support job functions.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with staff to identify an effective assistance strategy for each student (e.g., resource room, team teaching, after-school tutoring, etc.).
- Prepares the classroom or designated area for instruction. Schedules individual/small group sessions/inclusion. Teaches identified students.
- Administers diagnostic tests. Interprets results. Reviews intervention strategies with classroom teachers. Serves as a building/district resource for remedial learning activities.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.
- Maintains a thorough understanding of subject matter. Organizes appropriate subject content and learning goals. Collaborates with core academic teacher to develop lesson plans that align with state standards and core academic teacher's instruction.
- Evaluates the academic needs of students. Develops effective student educational experiences that engage and stimulate student learning. Varies instructional techniques to address diverse student learning styles. Reinforces concepts introduced in inclusive educational settings.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.
- Uses formal and informal assessment strategies to manage student learning and monitor progress.
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Maintains a positive learning environment. Plans student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Evaluates student achievement/performance. Prepares progress reports.
- Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, e-mail, meetings, etc.).
- Upholds the student conduct code. Implements effective pupil management procedures.
- Consults with support personnel and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collects student data to assist with the evaluation team report (ETR). Meets paperwork deadlines.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.

- Maintains accurate records and submits reports and required paperwork on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, committees, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of delays or absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Vandalia-Butler School District Board of Education.

The Vandalia-Butler School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. **Rev. 7/07**