

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Elementary Teacher: Reading Support (LAP Program) **DEPARTMENT:** Elementary School Education

REPORTS TO: Building Principal

POSITION SUMMARY: The Elementary Teacher: Reading Support (Lap Program) manages the building's Title 1 Reading program and consults with building staff regarding identified students to deliver additional support in reading instruction.

ESSENTIAL FUNCTIONS:

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students, analyze the assessment results, and provide a suitable learning environment to meet their needs.
- Create, implement, manage and monitor the Title 1 Building Plan in conjunction with the Building Principal and appropriate stakeholders.
- Create, manage, and monitor the schedules for serving individual and groups of students according to their need and the Title 1 Plan.
- Follow the adopted curricula, attending staff meetings and other professional meetings as may be assigned by the principal.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher's absence.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Engage the parent community with appropriate meetings, conferences, and events, both on and off campus, as necessary to meet the needs of the learning community.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's or Master's degree or Doctorate from an accredited college or university.

EXPERIENCE: Academic background and coursework in Reading instruction strongly preferred. Successful teaching experience and effective work with Elementary school age students preferred.

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CERTIFICATES & LICENSES: Washington State Teaching Certificate with Elementary Education Endorsement. Additional endorsement in Reading is preferred. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUC. / TRAINING: That which is required to be effective in the position and to maintain certification

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date