

# TITLE I/LITERACY LEADER

**QUALIFICATIONS:**

1. Appropriate State of Illinois Teaching Certificate(s)
2. Bachelor of Science or Bachelor of Arts Degree
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals.

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## **PERFORMANCE RESPONSIBILITIES:**

- Meets and instructs assigned classes in the locations and at the times designated.
- Follows guidelines and requirements of Title I.
- Plans supplemental programs of study that meets the individual needs, interests, and abilities of identified students.
- Creates an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for students assigned and demonstrates written evidence of preparation upon request of immediate supervisor.
- Encourages students to set and maintain standards of behavior.
- Guides the learning process toward the achievement of curriculum goals and, in congruency with those goals, establishes clear objectives for all lessons, units, and projects to communicate said objectives to students.
- Employs a variety of instructional techniques, technology and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Diagnoses the instructional needs of students on a regular basis, seeking the assistance of district specialists as required.
- Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative procedures.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, develops reasonable rules of behavior and procedure, and maintains order in a fair and just manner.

- 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.
- Collaborate with classroom teachers, developing similar objectives for student performance.
- Plans and supervises purposeful assignments for educational assistants and/or volunteer(s).
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on committees as appropriate to the individual school site or district.

**TERMS OF EMPLOYMENT:** 90 Days (beginning January 22, ending June 6). Salary and work day to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.