

**GERVAIS SCHOOL DISTRICT #1 - ELEMENTARY FACILITATOR
SUCCESS FOR ALL READING PROGRAM**

QUALIFICATIONS:

- Valid Oregon teaching license.
- Reading endorsement preferred.
- Expertise in reading.
- Minimum of five years of successful teaching experience.
- Valid First Aid Card as requested by Principal.

REPORTS TO:

- Principal

SUPERVISES:

- Supervises staff members as designated by the Principal and implements Success for All Reading Program.

JOB GOAL:

- To provide assistance to the Principal in carrying out instructional and curriculum tasks related to student reading and other curriculum areas as needed.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for additional indicators):

1. Provides coaching and follow-up to help teachers and tutors implement changes in curriculum and instruction.
2. Helps ensure that teachers, tutors, family support staff, and principal are all coordinating their activities around the success of children.
3. Manages the eight-week assessment program using assessment information to:
 - Help make grouping decisions.
 - Decide who needs tutoring.
 - Identify individual children who are not making adequate progress.
 - Help staff explore options for serving these children.
4. Assists with building personnel by:
 - Supervising classified staff.
 - Planning and implementing staff development activities.
 - Selecting staff.
 - Providing staff development for licensed staff members.
 - Monitoring substitutes and student teachers.
 - Mentoring new staff members.
5. Assists with curriculum and instruction by:
 - Implementing, evaluating, and selecting curriculum programs and textbooks.
 - Ensuring continuity of programs within the school and district.
 - Collaborating with teachers in identifying the appropriate instructional strategies to meet intended learning outcomes.
6. Assists with communication responsibilities by:
 - Communicating with all audiences of the school.
 - Participating on committees such as PSOs, volunteer groups, school business partnerships, family support teams, and outside agencies.
7. Attends various meetings and training workshops as planned with the Principal.
8. Coaches classroom teachers by:
 - Making classroom visits.
 - Teaching demonstration lessons.
 - Video taping lessons.
 - Covering teacher classes to allow them to observe other lessons.
 - Providing professional development on classroom management, cooperative learning, and other topics.
 - Providing professional development for teachers new to the school or new to teaching.
9. Coordinates the reading program by:
 - Monitoring the flow of information between tutors and reading teachers and between family support staff and teachers.
 - Coordinating common planning time for regular after-school meetings for teachers at each grade level.

10. Manages eight-week assessments by:

- Distributing tests.
- Arranging test data.
- Arranging alternative placements.
- Arranging services for individual children.

11. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date