

Title: Program Support Teacher

Qualifications:

1. Valid Reading Teacher certification, #316 required and Reading Specialist, #317 preferred
2. 3-5 years of successful teaching experience
3. Peer coaching or literacy coaching experience
4. Knowledge of Title I Programming
5. Strong interpersonal skills
6. Strong organizational skills
7. Strong facilitation skills
8. Willingness to work flexible hours

Reports To:

Director of Instruction

Job Goal:

Coordinate family literacy activities for Title I buildings and support the implementation of school-wide programming in the Title I schools. Support the implementation of Renaissance Learning, Inc., products and facilitate professional development sessions related to District initiatives.

Performance Responsibilities:

- Serve as a liaison between administrators and reading staff regarding family literacy.
- Sponsor family literacy training sessions in Title I buildings to help parents work with their children at home, including using technology.
- Be knowledgeable about Title I parent involvement requirements in the law.
- Provide regular communication with parents to appraise them of events and opportunities at Title I schools.
- Work with teachers to develop programs, activities and events geared to reach the families of Title I students.
- Integrate family literacy efforts with other school and community programs.

- Gather parent input regarding family literacy activities.
- Work with AmeriCorps and VISTA volunteers.
- Conduct home visits as necessary.
- Compile materials and create files for documentation of compliance with Title I parent involvement components.
- Work with CESA 5 and the DPI to become knowledgeable about Title I school-wide programs.
- Serve as a liaison between administrators and staff regarding school-wide programming.
- Provide assistance to Title I school-wide planning teams to complete documentation necessary for school-wide programming.
- Involve parents in the development of school-wide plans.
- Work with Title I staff to develop school-parent compacts.
- Attend professional development to become knowledgeable about the Renaissance Learning, Inc., products and other literacy professional development areas such as literacy coaching.
- Serve as a consultant and coach to building administrators and teachers regarding the implementation of Renaissance Learning, Inc., products and other District initiatives.
- Plan and facilitate professional development sessions for teachers related to Renaissance Learning, Inc., products and other District initiatives.
- Work with building administrators and reading staff to determine priority areas for literacy professional development.
- Assist with the implementation of literacy-related District initiatives.
- Work with the District Language Arts Coordinator and Director of Instruction to assess literacy practices within the District.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.