

- (9) Facilitate the integration of Reading skills/strategies/technology into the classrooms
- (10) Assist teachers in the evaluation of diagnostic results and future instruction based on those results
- (11) Model techniques for effective delivery of instruction in Reading in classrooms
- (12) Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- (13) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (14) Establish a professional rapport with students that earns their respect.
- (15) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (16) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (17) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (18) Attend required staff meetings and serve, as appropriate, on staff committees.
- (19) Maintain safe working conditions and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (20) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (21) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (22) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (23) Communicate with parents and school counselors on pupil progress
- (24) Perform any other literacy related duties as assigned by the Principal or Department Director

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

March 2006

Amended: May 20, 2014