

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Literacy Interventionist Title I

REPORTS TO: Director of Title I and under the general supervision of the building administrator.

JOB GOAL: To accelerate students' literacy growth and achievement.

QUALIFICATIONS:

1. Master's degree in literacy (preferred)
2. MDOE certification 020, K-8 Professional K-8 (required)
3. At least 3 years successful teaching experience; experience in literacy and experience collaborating with adults to ensure student success
4. Thorough knowledge of literacy development for the elementary student; excellent written and oral communication skills. Ability to interact positively and collaboratively with a variety of people, including children and adults; ability to keep paperwork organized and track data over time; and keep information confidential
- 5.) Successful background, criminal records, fingerprinting and reference check

PERFORMANCE RESPONSIBILITIES:

- Responsible for evaluating Title 1 students, sharing information at RTI meetings, and collaborating with administrators, classroom teachers, educational technicians, and other educational providers to create successful student literacy interventions.
- Uses both formative and summative assessments to help implement literacy strategies with Title 1 students which increases their success.
- Responsible for following Title I guidelines to determine student program eligibility in their buildings, including data collection and tracking, and reviewing student data with the Director, building administrator, other specialists, and ed. techs.
- Creates and helps implement student literacy intervention plans and positive behavior interventions with teachers.
- Helps provide focused professional development work with individual teacher and Title 1 staff.
- Participates in monthly Title I staff meetings, school leadership teams, regular school staff meetings, and exercises initiative in decision-making that assists the Title 1 population to meet projected student outcomes.
- Works with the Director and other specialists to research assessment tools that help identify our population of students, and/or gain further diagnostic information about students.
- Is educated on the requirements of any district adopted literacy program.

- Assists the literacy specialist with required Title I and building paperwork.
- Works with the building literacy specialist to provide information on student progress reports.
- Supports family engagement activities; organizes and helps facilitate events, distributes district wide Title I parent-student communications, i.e. newsletters, event notices, and other communications.
- Works cooperatively with other staff and administrators to develop and implement literacy strategies through team-teaching, collaborative planning groups, and best practices based on research and data analysis.
- Collaborates with the Director on Title I regulatory matters.
- Participates in ongoing professional development to stay current with literacy research and instructional practices.
- Maintains confidentiality regarding records, conversations, test results, and classroom/Title I work.
- Performs all other related duties as assigned by the Principal and/or Director of Title 1.

EVALUATION:

Performance evaluations will be completed annually by the Director in accordance with Board policy.

TERMS OF EMPLOYMENT:

School Year position

Per negotiated Augusta Educators' Association

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____