

TITLE I RESOURCE TEACHER

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: Plans and delivers high-quality instruction to students in language arts and reading: through co-teaching, in targeted small group instruction, and one-on-one. Assists in the development, implementation, and evaluation of school-based Title I instructional programs and materials.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates school-based Title I programs, including staff scheduling, student selection, progress monitoring, and parent programming.
2. Communicates with classroom teachers, principal, and staff to determine needs and suggested improvements and then to implement appropriate changes in the program.
3. Serves as a resource person for the staff, teachers, and parents in the selection of instructional supplies, materials, and equipment for the eligible Title I students.
4. Assists the Title I Coordinator and principal in selecting, monitoring, and training the Title I staff.
5. Meets regularly with the Title I coordinator to plan, evaluate, and discuss the needs of the Title I program.
6. Coordinates and attends all parent activities, including the required annual meetings, annual review, and parent workshops for each school.
7. Attends workshops, professional development, and conferences as requested by the coordinator to meet the needs of Title I.
8. Prepares lessons and teaches Title I eligible students in small groups and through co-teaching with classroom teachers.
9. Assists the coordinator in preparing the annual grants application, student evaluation, and on-site review needs for Title I.
10. Manages school-based funds, purchasing, and inventory of Title I property.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: November 2015