

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: EL READING TEACHER**

#### **GENERAL STATEMENT OF JOB**

The EL Reading Teacher is a member of the school faculty and will perform all the duties spelled out in the “Job Description of the EL Teacher”. In addition, the Reading teacher will carry out the district-wide plan to improve the reading achievement of EL students assigned. This commitment will include attending professional development, collecting data, and providing feedback to the principal and to the EL Department. Under the supervision of the principal and the district representative, the EL Reading Teacher will develop and implement lesson plans to provide diversified reading strategies and activities specifically designed for targeted students.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Performs all duties as spelled out in the job of a teacher.

Diagnoses, assesses, prescribes, and evaluates the reading needs of individual EL students to determine level of need.

Carries out ongoing assessment of reading needs; writes and modifies the lesson plans as needed; maintains EL student achievement records.

Consults with other content teachers, special education teachers, parents and students, advising on strategies and activities that may be used to enhance a student’s reading skills.

Maintains a print-rich classroom, including word wall.

Participates in regular professional development to improve personal knowledge and skills.

Performs other EL related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor’s degree with experience in reading and/or literacy instruction. Proven record of excellence as a classroom teacher with predictive characteristics of an outstanding administrator. Experience as a presenter in staff development programs.

**SPECIAL REQUIREMENTS**

Must hold a valid teaching certificate from the State of North Carolina and a valid North Carolina driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information, includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, strategic plans, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, budgets, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions; and to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra, descriptive statistics and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools; and have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions; must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Masterful knowledge of literacy curriculum and best practices.

Highly developed presentation skills.

Knowledge of effective staff development models that lead to increased student achievement.

Excellent oral and written communication skills.

Considerable human relations and human development skills.

Demonstrated leadership ability.

Good technical skills with technology and presentation tools.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

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Ability to collect and analyze statistical data.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to plan and evaluate strategies for improving instruction.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job