

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE July of 2003
 LAST REVISION DATE _____
 BAND & GRADE C-5-2-13

POSITION TITLE Teacher on Special Assignment-No Child Left Behind
 IMMEDIATE SUPERVISOR Coordinator of State and Federal Programs

Job Summary (Basic Purpose of Position)

The Teacher on Special Assignment supports Bemidji Area Schools in implementing the federal No Child Left Behind legislation; trains paraprofessionals, teachers, and administrators to be highly qualified/ and improves student achievement toward meeting the NCLB requirements.

 SUPERVISOR

 EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 PROVIDE TRAINING FOR DISTRICT PARAPROFESSIONALS 1.01 Maintain an up-to-date knowledge base regarding state and federal paraprofessional requirements. 1.02 Maintain records of individual paraprofessionals' progress for meeting requirements listed in 1.01. 1.03 Assist paraprofessionals in accessing ParaELink and other training opportunities to meet requirements listed in 1.01. 1.04 Participate in hiring of all district paras to insure that state and federal requirements are addressed. 1.05 Participate with the Paraprofessional Professional Development panel to certify paraprofessionals. 1.06 Provide district paraprofessionals resources to help them better meet student needs. 1.07 Inservice paraprofessionals about most effective strategies to work with students. 2.00 PROVIDE PROFESSIONAL DEVELOPMENT FOR TITLE I TEACHERS.				<u>Knowledge:</u> 1. Available state & federal Title I educational programs. 2. Title I, federal, state and district educational guidelines/laws rules/regulations. 3. District curriculum outcomes. 4. Preventive and remedial approaches/strategies for use with students placed in Title I. 5. District reading and math series. 6. Use of technology to enhance instruction for Title students and for helping teachers with data collection, development of curriculum materials, reports and parent communications. 7. Difference between Special Education and Title I. 8. Models for the delivery of Title I. 9. Test instruments used for students and program evaluation in TitleI programs.	1.01 An up-to-date knowledge base regarding state and federal paraprofessional requirements is maintained. 1.02 Records of individual paraprofessionals' progress for meeting requirements listed in 1.01 are maintained. 1.03 Paraprofessionals have accessed ParaELink and other training opportunities to assist in meeting requirements listed in 1.01. 1.04 Participated in hiring of all district para's and addressed state and federal requirements. 1.05 Paraprofessionals have been certified by the professional development panel. 1.06 District paraprofessionals have received resources to help them better meet student needs. 1.07 Paraprofessionals understand and practice the most effective strategies in working with students.

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<p>2.01 Train K-2 teachers in Work Sampling and reporting.</p> <p>2.02 Assist teachers in recording data and using Data Track.</p> <p>2.03 Provide professional development training in teaching reading and math and improving student test scores.</p> <p>2.04 Explain the federal and state Title I and No Child Left Behind requirements to teachers, paraprofessionals, and administrators.</p> <p>2.05 Attend technical assistance programs and workshops.</p> <p>2.06 Assist teachers in interpreting test scores.</p> <p>2.07 Observe Title teachers and education assistants working with students and provide help and direction when necessary.</p> <p>2.08 Participate in hiring or replacement of new Title I staff.</p> <p>2.09 Mentor new Title I teachers and education assistants working with students and provide help and direction when necessary.</p> <p>2.10 Inservice teachers in best practices for supervising paraprofessionals.</p> <p>3.00 PLAN AND INITIATE DISTRICT LEVEL PARENT INVOLVEMENT ACTIVITIES.</p> <p>3.01 Establish positive rapport and open communication with parents and students.</p> <p>3.02 Promote the involvement of parents in the education of their children.</p> <p>3.03 Assist with parent meetings and special events.</p> <p>3.04 Oversee the process for establishing the Title I Parent Advisory Council (PAC), selection of officers, agendas, minutes and providing information.</p> <p>3.05 Inservice Title I Pac members about Title I programs, rules, and regulations.</p>				<p>10. Procedure for conducting needs assessments, surveys, and questionnaires.</p> <p>11. Process for developing, implementing and evaluating Schoolwide Projects.</p> <p>12. Available funding resources for Title I such as Title I Reallocation funds, Even Start, Delinquent Grant.</p> <p>13. Leadership and management theories as related to school restructuring, working with staffs, managing programs.</p> <p>14. Parental involvement strategies.</p> <p>15. Title I and district personnel guidelines.</p> <p>16. District business and accounting procedures.</p> <p>17. Local, regional, academic, state, and federal agencies providing educational resources.</p> <p><u>Ability To:</u></p> <p>1. Establish and maintain positive rapport with personnel, students, parents, and others.</p> <p>2. Clearly communicate ideas to others.</p> <p>3. Manage program resources according to applicable guidelines.</p> <p>4. Prepare and disseminate written communications (memos, letter, newsletter).</p> <p>5. Conduct selection of Title I PAC officers.</p>	<p>2.01 K-2 teachers are trained in Work Sampling and reporting.</p> <p>2.02 Teachers are recording data and using Data Track</p> <p>2.03 Professional development training in teaching reading and math and improving student test scores has occurred.</p> <p>2.04 Teachers, paraprofessionals, and administrators have received explanations of the federal and state Title I and No Child Left Behind requirements.</p> <p>2.05 Technical assistance programs and workshops have been attended.</p> <p>2.06 Teachers are able to interpret test scores.</p> <p>2.07 Title teachers and education assistants have been observed working with students and provided help and direction when necessary.</p> <p>2.08 Participated in hiring or replacement of new Title I staff.</p> <p>2.09 New Title I teachers and paraprofessionals have received mentoring.</p> <p>2.10 Teachers understand and incorporate best practices in supervising paraprofessionals</p> <p>3.01 Positive rapport and open communication with parents of students is established.</p> <p>3.02 Parents are involved in the education of their children.</p> <p>3.03 Have assisted with parent meetings and special events.</p> <p>3.04 Title I Parent Advisory Council (PAC) is established, officers are selected, agendas, minutes and information are provided.</p> <p>3.05 Title I PAC members have been in-serviced about Title I programs, rules, and regulations.</p>

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<p>3.06 Oversee the preparation and distribution of the monthly Title I newsletters.</p> <p>4.00 PROVIDE EDUCATIONAL SUPPORT FOR ALL TITLE I STUDENTS.</p> <p>4.01 Communicate the educational needs of learners to administrators, teachers, and other staff members.</p> <p>4.02 Establish positive working relationships and communication with district personnel.</p> <p>4.03 Oversee the selection and scheduling of Title I students.</p> <p>4.04 Oversee the needs assessment.</p> <p>4.05 Gather data for projects and student evaluations.</p> <p>4.06 Conduct regular monthly meetings with Title I teachers and staff.</p> <p>4.07 Oversee ordering of Title I curriculum materials, supplemental materials, and technology.</p> <p>4.08 Understand the use of technology in instructing students.</p> <p>4.09 Facilitate summer and after-school reading and math programs.</p> <p>4.10 Collaborate with other agencies to promote student learning.</p> <p>4.11 Work cooperatively with building administrators to develop building mandated Title I programs.</p> <p>5.00 PROVIDE ASSISTANCE WITH REQUIRED TITLE I REPORTING AND GRANT APPLICATIONS.</p> <p>5.01 Assist in gathering data to apply for funding under Titles I, II, and V.</p> <p>5.02 Seek additional opportunities for funding Title I programs.</p> <p>5.03 Assist in the preparation of all required Title I reports according to required timelines.</p>				<p>6. Conduct surveys to determine program, parent and student needs.</p> <p>7. Interpret assessment results.</p> <p>8. Transfer assessment knowledge into active personal education plans.</p> <p>9. Establish rapport with student, parents, and other educators.</p> <p><u>Skills</u></p> <p>1. Speak and write clearly.</p> <p>2. Accurately compute and calculate.</p>	<p>3.06 Monthly Title I newsletters are prepared and distributed.</p> <p>4.01 Administrators, teachers, and other staff members have received communication about the educational needs of learners.</p> <p>4.02 Positive working relationships and communication exists with district personnel.</p> <p>4.03 Title I students are selected and scheduled according to Title I regulations.</p> <p>4.04 Needs assessments are completed.</p> <p>4.05 Data for projects and student evaluation have been gathered.</p> <p>4.06 Documentation exists of regular monthly meetings with Title I teachers and staff.</p> <p>4.07 Ordering of Title I curriculum materials, supplemental materials, and technology has occurred.</p> <p>4.08 Technology is used effectively in instructing students.</p> <p>4.09 Summer and after-school reading and math programs are organized.</p> <p>4.10 Collaboration with other agencies to promote student learning occurred.</p> <p>4.11 A cooperative relationship exists with building administrators to develop building mandated Title I programs.</p> <p>5.01 All necessary data to apply for funding under Titles I, II and V have been collected.</p> <p>5.02 Actively seek additional opportunities for funding Title I programs.</p> <p>5.03 All required Title I reports are submitted according to required timelines.</p>