



Job Description

Reading Intervention Teacher

Reports to: Reading Intervention Program Coordinator → Director of Programs

Status: Non-Exempt

Schedule: Part-Time, Contract - Seasonal (During School Hours)

Pay/Benefits: \$25 per hour; No benefits associated with this position

Position Objective

Reading Intervention Teachers are responsible for instructing students in a small group setting using the **Better Basics Reading Intervention Program** in order to improve reading skills.

Qualifications and Requirements

- **Bachelor's degree in Elementary Education or related field required, Master's degree preferred**
- **Teaching certification required (may be expired)**
- **Classroom teaching experience in elementary setting required**
- Ability to frequently ascend/descend stairs in schools to access classrooms
- Ability to transport up to 30 lbs

Responsibilities:

- Attends all required training and orientation meetings
- Provides HR department with the necessary employment information
- Works with reading coaches and classroom teachers at assigned schools to gather demographics on students referred to the program as well as formulate a schedule that meets school requirements for pulling students from class
- Administers assessments to all students as designated by the Reading Intervention Coordinator or Director of Programs
- Formulates daily lesson plans designed to meet individual student needs as determined by assessments (as required)
- Conducts ongoing progress monitoring in accordance with state Response to Instruction requirements and completes beginning-, middle-, and end-of-year documentation of student progress
- Attends informal meetings with the Better Basics program director and coordinator as needed (e.g., post-observation meetings, training follow-up)
- Manages and maintains all Better Basics teaching materials
- Maintains ongoing communication with classroom teachers and campus liaison regarding student performance and needs
- Informs supervisor regarding changes in students or scheduling, and any other problems that arise
- Completes all required documentation (time sheets, attendance records, demographic information, progress monitoring, etc.) accurately, completely and on time
- Completes all necessary end-of-year procedures and documentation and returns all materials to Better Basics office by the assigned date
- Other duties and responsibilities associated with the position as needed

BY SIGNING BELOW, YOU STATE THAT YOU HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION.

EMPLOYEE SIGNATURE

DATE