



## Job Description

**Position:** Title I Reading Teacher  
**Reports to:** Administrator

**General Description:** Provides reading instruction to at-risk and homeless youth in accordance with the district approved Title I Reading curriculum; addresses specific educational needs of students; provides feedback regarding student progress, expectations, goals and activities.

### Primary Responsibilities

- Administers Title I specific instruction, assessments and/or tests for the purpose of assessing the level of students' competencies
- Assesses Title I students' progress, expectations, goals etc. for the purpose of providing feedback to students, parents and administration
- Collaborates with a variety of parties (e.g. instructional staff, other school personnel, parents, community resources, etc.) for the purpose of improving the quality of student outcomes, developing solutions, achieving established program objectives and/or planning curriculum.
- Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. phonemic awareness, phonics, vocabulary, comprehension, fluency, etc.) for the purpose of providing an effective school program and addressing the needs of individual students.
- Evaluates students' performance within Title I education for the purpose of determining student progress and/or developing remediation plans.
- Understands, accepts, and abides by the Kalamazoo Covenant Academy philosophy and mission statement in all his/her school activities
- Differentiates instruction based on students' learning styles and needs and assists Title I students in assimilating information to gain understanding and knowledge
- Able to use computers and other technology provided to assist students
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication
- Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan, in accordance with the Title I approved curriculum, for unsuccessful learners
- Keeps accurate records on each Title I student such as grade books and progress reports, lesson plans, attendance records, and behavior/discipline records
- Maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning
- School activities — required to attend and/ or participate in such other activities as directed by the Administrator such as: faculty meetings (before or after school hours), open houses, commencement exercises, these activities demonstrate valuable support for the Kalamazoo Covenant Academy
- Acts in accordance to the directives and assignments given by the Administrator
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Kalamazoo Covenant Academy manuals pertinent to the position

### **Essential Skills and Abilities**

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Kalamazoo Covenant Academy serves
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

### **Qualifications**

- Bachelor's Degree
- Valid Michigan Secondary Teacher Certification with the following endorsements:
  - English, Social Studies, Science or Math
  - and-
  - Reading Specialist-BR or Reading-BT (or be willing to obtain within two years of employment)
- Excellent oral and written communication skills
- Passion for working with at-risk youth in an online learning setting
- Previous experience working with Title I students and curriculum preferred
- Additional certifications or endorsements in other subject areas is a plus

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time to include only duties allowed under Title I funding.

Kalamazoo Covenant Academy is an equal opportunity employer and will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.