



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Reading Resource Teacher</i>	Last Revised/Approved: <i>March 2019</i>
Job Code:	Reports To: <i>Principal, Building Leader, Reading Coordinator</i>
Office: <i>Chief Academic Office</i>	Department: <i>Academics</i>

Compensation Information

Pay Grade:	Pay Range: <i>Teacher Schedule</i>
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Provides students with quality, data-driven literacy instruction focused on developing foundational skills, vocabulary acquisition, comprehension strategies and reading fluency in identified schools that Fail to Meet Expectations on the annual DPI School Report Card. Works directly with students and classroom teachers utilizing both a “push-in” and “pull-out” model to provide instruction and support for students who are experiencing difficulties with reading.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions/ Core Competencies:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
 - ✓ *Would taking this function from the job fundamentally change the job?*
 - ✓ *Would there be significant consequences if this function were not performed?*
 - ✓ *Can other employees do this function if necessary?*
 - ✓ *How much time per week is spent doing this function?*
 - ✓ *Do people in similar positions elsewhere do this function?*
- Provides explicit literacy instruction, guidance, motivation, support and feedback to students that will lead to increased achievement in literacy.
 - Administers assessments (diagnostic, formative, interim, and summative) and utilizes data collected to plan lessons that meet students' instructional needs.
 - Routinely collaborates with classroom teachers, content area teachers, and/or department chairs to develop common literacy goals for students, analyzes data and monitors and assesses student progress.
 - Participates in parent conferences, regularly communicates progress updates with teachers and parents, and provides parents with suggestions and resources to support students' literacy learning.
 - Participates in an intensive week-long literacy boot camp for training.

- Collaborates with classroom teachers to enhance collective teacher efficacy.
- Implements specific high leverage, transferable literacy strategies.
- Utilizes data collected to plan lessons based on students' instructional needs.
- Increases student engagement, confidence and self-efficacy.
- Sustains incremental increases in student achievement and the number of students performing at a proficient level as measured by STAR, Forward and ACT Aspire.
- Sustains teacher collaboration to improve literacy instruction.
- Attends training and support sessions provided by Reading Resource Coordinators to deliver quality literacy instruction using high leverage strategies.
- Cultivates a culture of learning by providing students with opportunities for success and perseverance through focused and accelerated instruction.
- Actively supports the MPS Five Pillars of Success.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's degree and Wisconsin Department of Public Instruction certification as a Reading Teacher License (#316).

Experience Requirements:

- Five years of successful, fully-licensed classroom teaching experience

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required
- Demonstrated competence in culturally responsive teaching practices is required
- Proficiency in collecting, analyzing and monitoring data to inform instructional decisions
- Expertise in strategies for differentiating classroom instruction to meet the diverse learning needs of all students
- Excellent teamwork skills are essential, as is a positive disposition
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- Demonstrated ability to establish relationships of trust and respect with colleagues
- Experienced with proven, successful instructional practices that support literacy and reading
- Must have a working knowledge of computer applications and the ability to integrate technology into the classroom, to include MS Office software and the MPS Portal
- Knowledge of Infinite Campus is preferred

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.

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