

JOB DESCRIPTION

DEPARTMENT: CURRICULUM SERVICES

JOB TITLE: REGIONAL READING TRAINER
LEADER - SOUTH DAKOTA
ADVANCED READING
ENHANCEMENT PROGRAM

REQUIREMENTS:

- A. Education Level:** Master's degree with emphasis in curriculum development and reading preferred. Bachelor's degree in elementary education with emphasis in reading required. Certification or licensure: current, valid South Dakota teacher certificate.
- B. Experience Desired:** Successful teaching experience at the elementary level.
- C. Physical Requirements:** Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
- D. Other:** Excellent oral and written communication skills. Skills in human relations, leadership and conflict management. Knowledgeable of teaching techniques that meet the diverse needs of students. Demonstrated skills in computer word processing, spreadsheets and data bases.

REPORTS TO: Program Coordinator

RECEIVES GUIDANCE FROM: Director of Education Services

DATE: April 2000

ESSENTIAL FUNCTIONS AND DUTIES:

1. Assists in the hiring of trainers.
2. Assists in the evaluation of trainers.
3. Observes, provides assistance for, and evaluates trainers in assigned region.
4. Prepares and provides literacy professional development sessions for state trainers (summer).
5. Leads awareness and literacy training for state administrators.

6. Attends literacy training sessions during the summer.
7. Plans for training sessions in assigned region of South Dakota for classroom teachers.
8. Coordinates training and observations with building administration.
9. Observes and team-teaches in the first and second grade classrooms of teachers being trained.
10. Observes trainers giving feedback to the teachers in their classrooms.
11. Evaluates, selects, and modifies resources and training sessions consistent with current research on literacy and the training outlined for the state program.
12. Maintains current, accurate student achievement records for program.
13. Provides opportunities for teachers to participate actively and successfully.
 - a. appropriately varies activities using training format.
 - b. solicits student participation.
14. Adapts training lessons to meet the needs of teachers receiving the training.
15. Develops and maintains supportive and cooperative relationships with colleagues.
16. Follows training procedures.
17. Completes routine assigned tasks.
18. Meets established timelines.
19. Other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u> XXX
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B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

RegionalTrainer