

Reports to: Principal and Special Education Director

Job Goals and Responsibilities:

1. Administrative duties of the Title I teacher are to coordinate the necessary business of the Title I program; ie., inventory Title I equipment, prepare materials orders, record progress of each student, prepare necessary record keeping for state officials.
2. Will coordinate students' schedules with classroom teachers and ed. tech., confer weekly on an informal basis with teachers regarding student progress.
3. Will determine student eligibility for direct and indirect instruction in cooperation with the child, parent, teacher, and principal.
4. After identification of students, the Title I teacher will collaborate with classroom teachers and ed. techs. to prepare goals and instructional programming for identified Title I students. Semi-annual reports will be sent to each parent along with regular class reports.
5. Will work with the principal to plan schedules for aides, educate aides in new teaching procedures and methods, and hold weekly informal conferences with aides to charge student progress.
6. Will communicate student progress to parents, and attend relevant workshops and courses as required to keep abreast of new research and teaching methods.
7. Will assume a fair share of the assigned faculty duties.
8. Will perform other tasks and assume other responsibilities as the principal may assign that are not directly in conflict with the negotiated contract between the teacher association and the School Committee.

Adopted: Blue Hill School Committee - 7 /8/1998