April 19, 2018

**~ INTERNAL POSTING** ~

**WEST BRANCH-ROSE CITY AREA SCHOOLS**

POSITION: **Teacher\_Summer Home Literacy Reading Program at SES**

OBJECTIVE: All At Risk students proficient in reading at the end of 3rd grade

QUALIFICATIONS: 1. Currently employed as a certified teacher in the district

1. Knowledge and experience delivering elementary reading curriculum.
2. Experience working with At Risk students.
3. Ability to maintain confidentiality.
4. Ability to effectively relate to and communicate with students, parents, and staff.

JOB DUTIES: 1. Fulfill all State requirements for Early Literacy Additional Instructional Time Grant, including reporting requirements.

2. Identify students eligible for the Summer Reading Program (SRP) and the individual literacy needs of each student in the program.

3. Establish schedule for weekly home visits with SRP students and parents (16 students per teaching team x 6 weeks).

4. Communicate with the parents/guardians of Summer Reading Program students pertaining to the purpose of the program and the schedule.

5. Prepare data report showing identification criteria and progress monitoring results for all SRP students.

6. Develop ‘progress report’ to provide to each parent/guardian.

7. Develop and coordinate activities with other SRP teachers and paraprofessionals, including purchasing/organizing instructional materials for home visits and planning/conducting two Literacy Nights.

EFFECTIVE DATE: Immediately; Pre-planning activities completed by May 31, 2018.

REPORTS TO: Building Principal

SALARY: $30 per hour or pro-rated per diem, whichever is higher

 12 hours: Pre/Post Program Preparations

 108 hours: Home Visits (6 weeks x 16 one-hour visits + 2 hours planning)

**APPLICATION:** Submit letter of interest/application to:

 Jill Smith, Building Principal

 smithjl@wbrc.k12.mi.us

**CLOSING DATE:** Friday, April 27, 2018

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related condition or handicap.