

Fremont School District
Job Description

Title: Title IA Math Teacher/Grant Manager

General Description: The Title IA Math Teacher/Grant Manager shall be directly responsible to the supervising principal. He/she shall have a general responsibility for identifying and supporting low performing students through early intervening services under the legal requirements of the Title IA program at the Ellis School. This will include, but is not limited to: evaluating students, analyzing assessment data, meeting with teachers, co-teaching, pull-out services to strengthen weak skills, and assessment modifications. This person is also responsible to write and manage the annual SAU 83 Title IA grant.

Qualifications: The Title IA Math Teacher/Grant Manager will hold active certification in the State of New Hampshire in the area of Math and/or Elementary Education.

Duties and Responsibilities:

1. Triangulate data from student performance on the various math assessments, rank order and identify students in need of classroom support and/or re-teaching in math
2. Assist Tier I Math teachers with instructional practice for the identified students and coordinate learning between Tier I instruction and support instruction
3. Evaluate students when additional data as needed to determine specific math standards in need of improvement
4. Provide direct services to students based upon the assessment results in the areas of their specific weaknesses
5. Write and manage the annual Title IA grant. Apply for roll-over funds when available and use excess funds to support summer intervention programming
6. Act as homeless liaison for the district
7. Act as the Focus School Coordinator and Title IA contact to the NHDOE and attend appropriate NHDOE meetings
8. Schedule all Title I intervention (push-in or RtI) with Tier I teachers
9. Approve all lesson plans of teachers/paras working with Title IA students for math
10. Facilitate the NHDOE Title I onsite review when applicable

11. Attend weekly Tier I instructional team meetings to assure that the Title IA program is consistent with Tier I instruction
12. Conduct the required Title IA Parent Night annually and maintain frequent contact with parents of Title IA students
13. Follow the rules and regulations of a Title IA program which include but are not limited to maintaining individual Title IA confidential student files with entry/exit forms and data, progress monitoring, parent contact records, etc.
14. Provide the building principal with a daily/weekly meeting and instructional schedule (and update as necessary) which will include a minimum of 85% of the school day providing classroom support or direct instruction to Title IA students
15. Keep abreast of professional literature and research in the field, and inform other staff members.
14. Advise the administration on the selection and the recommended purchase of math materials.
15. Perform any other duties assigned by the Principal in accordance with local school board policy, state statutes, and regulations of the State Board of Education.

General Information:

Supervisor: Principals or Principal's designee(s)

Salary: As set by agreement between the Fremont School Board and the Fremont Education Association

Evaluation: Performance will be evaluated annually by the Building Principal or Principal's designee(s)

Physical/Mental Requirements:

<u>PRIOR EXPERIENCE IN POSITION</u>	
Necessary	
Not necessary	
<u>EDUCATION LEVEL REQUIRED</u>	
High School Diploma/G.E.D.	X
A.A. College Degree	
B.A./B.S. College Degree	X
M.A./ M.S. Graduate Degree	
C.A.G.S.in Educational Field	
Ph.D.	
<u>CERTIFICATIONS REQUIRED</u>	

Para-Professional		
Teaching	X	
Principal		
Central Office		
Specialized certificate as:		
PHYSICAL REQUIREMENTS	<u>Weight/Reac</u> <u>h</u>	<u>Other</u>
Carrying	X	
Cleaning		
Climbing		
Collating	X	
Hearing	X	
Holding	X	
Indexing	X	
Inserting	X	
Lifting	X	
Maintaining	X	Low level office machine maintenance
Opening	X	
Pulling	X	
Pushing	X	
Removing	X	
Scheduling	X	
Sitting	X	
Sorting	X	
Speaking	X	
Stamping	X	
Standing	X	
Stapling	X	
Threading	X	
Turning pages	X	
Typing	X	Type 50 wpm
Unfolding	X	
Unlocking	X	
Walking	X	
Weighing	X	
Writing	X	
COGNITIVE REQUIREMENTS		Level of skill required
Math	X	College level
Problem solving	X	College level
Reading	X	College level
Reasoning	X	College level
Training	X	College level
JOB SITE		
Desk	X	

Door	X	
Door Mechanism	X	
Elevators	X	
Entrance	X	
File Cabinets	X	
Floor Covering	X	
Obstacles	X	
Steps	X	
<u>BATHROOM</u>		
Door	X	
Grab Bars		
Sink	X	
Toilet	X	
<u>OPERATION OF EQUIPMENT</u>		Level of skill required
Office Machines: Computers, etc.	X	
Grounds Care Machines		
Construction Tools		

THE FREMONT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, SEX, RACE, RELIGION, NATIONAL ORIGIN OR HANDICAPPING CONDITION, AND IS AN EQUAL OPPORTUNITY EMPLOYER.