

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Chapter/Title I Lead Teacher

QUALIFICATIONS: B.A. or B.S. in education

REPORTS TO: Principals

JOB GOAL: To provide leadership, direction and support of our District's Chapter/Title I Program.

PERFORMANCE RESPONSIBILITIES:

1. Provide inservice for Chapter/Title I staff (20 hours State mandated).
2. Provide opportunities for Chapter/Title I staff to attend specified district staff development programs.
3. Develop and coordinate Chapter/Title I staff schedules for each participating building (K-5). Periodically review all schedules to best meet needs of students in program.
4. Meet periodically with regular classroom teachers to ensure effective communication of the Chapter I program/staff.
5. Coordinate and assist with the District's Chapter I/AOM Advisory Council.
6. Assist existing Chapter I/AOM District Advisory Council members in the organization of elections of new officials.
7. Provide opportunities for parent involvement through workshops, family nights and parent conferences.
8. Promote parent education through the submission of personal or copies articles in District's or building's newsletters.
9. Assist in the tutoring of Chapter/Title I students as needed or recommended by the teachers.
10. Assist in the preparation of the State's Chapter/Title I Evaluation Report each spring.
11. Assist in the preparation of the State's Chapter/Title I Application Grant each year.
12. Complete Chapter/Title I staff evaluations in consultation with the principals.
13. Maintain confidentiality as per mandated data privacy laws.
14. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certified personnel.