



## **Reading Intervention Teacher Job Description**

**Reports to:** The Director of Programs

**Status:** Non-Exempt, **Schedule:** Part-Time, Temporary (During school hours)

**Pay scale:** \$25 per hours; no benefits associated with this position

**The Organization:** Better Basics is a 501(c)(3) nonprofit organization that empowers children across Alabama by equipping them with foundational academic skills and educational opportunities for lifelong success.

**Position Summary:** Reading Intervention Teachers are responsible for instructing students in a small group setting using the Better Basics Reading Intervention Program in order to improve reading skills.

### **Qualifications and Requirements:**

- Bachelor's degree in Elementary Education or related field required, Master's degree preferred
- Teaching experience in an elementary setting required
- Transportation for local use
- Ability to ascend/descend stairs in schools to access classrooms
- The ability to lift up to 30lbs
- Regularly check and respond as needed to professional email and phone communications

### **Responsibilities:**

- Attends all required training and orientation meetings
- Provides HR department with necessary employment information
- Works with reading coaches and classroom teachers at assigned schools to gather demographics on students referred to the program
- Collaborate with school leaders to create a small group schedule for instruction
- Administers assessments to all students as designated by the Reading Intervention Coordinator or the Director of Programs
- Formulates daily lesson plans designed to meet individual student needs as determined by assessments
- Regularly visit the Better Basics office to pick up instructional materials and gift books
- Manages and maintains all Better Basics teaching materials
- Maintains ongoing communication with classroom teachers and campus liaison regarding student performance and needs
- Informs supervisor regarding changes in students or scheduling, and any other issues that arise
- Completes all required documentation (timesheets, attendance records, demographic information, etc.) accurately, completely, and on time.
- Completes all necessary end of year procedures and documentation, and returns all materials to the Better Basics' office by the assigned date
- Other duties and responsibilities as assigned