

Tri-County Area School District  
Plainfield WI

Job Description

JD TEA 510  
Updated: September 2009

**Position Title: Teacher - Title I Regular School Year  
And Summer Migrant**

**Qualifications:**

- Bachelor's Degree or higher in Education.
- Professional certification in elementary and/or secondary education.
- Ability to plan for and direct support personnel.
- Successful teaching experiences or successful student teaching experience.
- Understanding and acceptance of program philosophy.
- Knowledge of the techniques necessary to assess educational deficiencies.
- Familiar with the local district curriculum.
- Ability to accept change and follow guidelines.
- Additional training or courses in reading/math desired.
- Strong personal interest in reading and language development desired.
- Knowledge of Spanish, ability to understand, translate, and speak in order to translate for migrant parents and children.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to allow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

**Immediate Supervisor:** Title I Program Director

**Position Function:**

To promote academic improvement through language experience for K-12 students demonstrating educational deficiencies.

**Specific Responsibilities:**

- Develop a list of potential participants based on the results of the district recruitment.
- Administer various achievement tests necessary to establish a complete profile of the individual needs of each student.
- Review the MSRTS cumulative record of each student for pertinent information. Locate, identify, and enroll eligible migrant children in the MSRTS.
- Assemble all available information on each student.
- Develop a written personalized performance plan for each student based on all accumulated data.

- Provide for individualized small group instruction using the language experience approach and English as a second language.
- Scheduling of migrant students.
- Plan for and supervise instructional assistants (aides).
- Consult with principal, classroom teachers, and other ancillary personnel as necessary to gain a more thorough knowledge and understanding of the students.
- Provide resource knowledge and materials to regular classroom teachers.
- Administer and record pre and post-test and MSRTS information for each student in the program.
- Recruit, schedule and direct volunteer workers.
- Involve parents in the program through conferences, meetings and training sessions.
- Work cooperatively with parents in planning a Parent Advisory Committee.
- Communicate the purposes and philosophies of the program to other building staff, the public, and parents.
- Be available for all staff meetings scheduled by the program director.
- Participate in state and regional inservice training sessions.
- Visit related programs for professional growth in the language experience approach and English as a second language.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by Summer Migrant School Coordinator.