

Reading Specialist Position

The Reading Specialist works in conjunction with our Resource teacher to provide Tier 2 & Tier 3 support for students in Grades K-6 who need extra help with reading. The teacher will work with students in both small group and co-teaching formats. The Reading Specialist is also responsible for reading level assessments 2-3 times a year of all students in Grades K-4, and all potential transfer students.

General Teacher Job Description

Grace Lutheran School – River Forest, IL

Classroom Environment

A GLS teacher must establish a culture of cooperation and respect within the classroom. This includes but is not limited to...

- Creating a positive, supportive space where all students feel welcome and emotionally safe, including
 - o Interactions between teacher and students
 - o Interactions amongst students
- Being able to maintain order in a positive, constructive manner so that everyone may learn
- Establishing relationships with students that allow you to get to know them beyond their academic performance
- Organizing and managing classroom procedures effectively
- Arranging the physical environment to complement the learning atmosphere

Planning and Preparation

A GLS teacher must be well prepared for delivering the lessons of the day. This includes but is not limited to...

- Demonstrating command of the subject matter
- Selecting instructional goals and differentiating to meet the needs of diverse learners
- Developing a plan and method for evaluating student work in line with instructional goals
- Using student performance data in preparation for instruction

Instruction

Instruction at GLS should take on a variety of forms based on the lesson being taught. Each lesson should include...

- Communicating clearly the objective and purpose of the lesson
- Communicating clear directions and procedures within the lesson
- Keeping all students involved in the lesson
- Providing a summary of key points of the lesson

Over the course of various units, instruction should include but not be limited to ...

- Using materials outside the textbook to enhance learning

- Using technology to enhance learning
- Monitoring student progress and using formative assessment to adjust instruction
- Using a variety of forms for summative assessments.

Communication

A GLS teacher must display effective verbal and written communication skills. These include but are not necessarily limited to...

- Communication with students
- Communication with parents
- Communication with colleagues and administration

Types of expected communication include...

- Delivery of lessons that students understand
- Ability to communicate classroom expectations with students
- Weekly written communication with parents through the Tuesday Folder
- Phone calls or e-mails to parents when student work or conduct warrants it

Professional Responsibilities

A GLS teacher must take care of the following professional responsibilities...

- Maintain current and accurate student records
- Demonstrate willingness to keep curriculum and instructional practices current
- Collaborate and communicate professionally with parents
- Collaborate and communicate professionally with co-workers

As an educator in a Christian school, a GLS teacher is also expected to...

- Share personal faith with students and colleagues
- Have words and actions that exemplify Christian conduct
- Attend events in support of students as well as church & school