

LINDALE INDEPENDENT SCHOOL DISTRICT

Job Title: RTI Coordinator

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade:

Dept./School: Assigned Campus

Date Revised:

Primary Purpose:

Provide teachers with appropriate instructional and technical support in the core academic subject area assigned or related educational programs used to help students fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university

Valid Texas teaching certificate with required endorsements or required training for subject and level assigned

Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

Knowledge of core academic subject assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience:

At least three years of teaching

Master's Degree preferred

Major Responsibilities and Duties:

Instructional Strategies

1. Provide support adhering to guidelines established by Texas Education Agency, board policies, and administrative regulations.
2. Consider appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students.
3. Facilitate the discussion and implementation of intervention services to students with classroom teachers and support staff, including intervention teachers and instructional aides.

4. Facilitate and monitor the RTI process for at-risk students.
5. Organize and monitor the universal reading assessment (DRA2) administrations throughout the year and use results to support teachers in planning instructional activities. Provide training in testing procedures and scoring of protocols to all teachers administering the assessment.
6. Create Test Keys in DMAC for Common Assessments planned and support teachers during Online test administrations and/or run scantrons as needed. Organize data reports needed to discuss results which influence instructional decisions made by teachers during PLC Data meetings.
7. Work cooperatively with special education teachers to modify curricula or assessments (Istation ISIP's or DRA) as needed for special education students according to guidelines established in Individual Education Plans (IEP).
8. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
9. Supervise and monitor assignments of instructional aide(s).
10. Use technology to strengthen communication and dissemination of information through the use of spreadsheets and/or reporting of student or campus data .

Student Growth and Development

11. Help students analyze and improve work habits and/or self-confidence as needed.
12. Conduct ongoing assessment of student achievement through formal and informal testing.
13. Secure funding for the Books for Kids program, prepare a book order for both elementary schools and Early Childhood Center, organize the books and distribute the books to all first and second grade elementary students throughout the year. Plan and coordinate special event opportunities for book sponsors during one or more book distributions.
14. Provide incentives for growth and student achievement when taking Istation ISIPs for both Reading and Math. Award select number of individual prizes and classroom rewards as a means of encouraging best effort work.
15. Be a positive role model for students, support mission of school district.

Classroom Management and Organization

16. Encourage classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
17. Manage student behavior, as needed, in accordance with Student Code of Conduct and student handbook.

18. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
19. Assist in selection of books, equipment, and other instructional materials as needed.

Communication

20. Establish and maintain open communication with parents, students, principals, and teachers.
21. Provide written notification to parents/guardians reporting final DRA2 results at each administration - beginning, middle and end of year - for all elementary students.
22. Provide written notification to parents/guardians of elementary students receiving Intervention services, including which intervention provided, time frame of intervention and documentation to support the need for intervention services
23. Compile, organize and communicate campus and student data and coordinate dissemination of information to campus and district administrators.
24. Compile, prepare and present campus data for DRA2 Reading Assessment and Istation Math results reported during Campus Action Team meetings for both elementary campuses.
25. Gather, compile and organize documentation for Special Education or Dyslexia referrals including DRA information; Istation Reading and Math summaries and histories; AR Star Diagnostic and Test Record report; DMAC Common Assessment & TEKS Analysis report; ESTAR Math report; Imagine Math report; Fast ForWord report; LLI or Math Intervention report; and Report Card.
26. Gather and provide documentation for ARDS as requested by Diagnostician, Speech Therapist or Resource Teacher.
27. Act as a liaison between classroom teachers and administrative staff; maintain a neutral stance between both elementary campuses to ensure both are complying to district guidelines and established procedures.
28. Maintain a professional relationship with colleagues, students, parents, and community members.
29. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

30. Participate in staff development activities to improve job-related skills.
31. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
32. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

33. Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

Supervise assigned teachers and aide(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing.
Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date _____