

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Title I Reading Teacher**

**MINIMUM QUALIFICATIONS:**

1. WV Teaching Certificate in Elementary Education
2. Hold a Remedial Reading Authorization according to Policy 5210.

**TO WHOM ACCOUNTABLE:**

1. Building Principal
2. Title I Director

**DUTIES AND RESPONSIBILITIES:**

- A. Teach small groups of children in a reading lab setting.
- B. Administer diagnostic testing program.
- C. Write and implement prescription for each participating child.
- D. Supervise reading aides assigned to the same school.
- E. Work cooperatively with the classroom teachers in building.
- F. Confer with teachers and parents regarding student's progress.
- G. Supervise the planning and conducting of local school P.A.C. Meeting.
- H. Complete all reports and records required by Title I Director.
- I. Attend/participate in local and regional workshops for Title I.
- J. Perform limited rotating supervisory duties not to exceed the time spent in such duties by non-Title I personnel at the same school.
- K. Other duties as assigned by Title I Director that pertain to job title.