**Achievement Specialist Job Description**

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid Idaho Teaching Certificate

2. Previous teaching experience preferred.

3. Ability to demonstrate exemplary classroom teaching.

4. Understanding of district and school improvement initiatives, specifically Title IA

and RTI programs.

5. Experience and aptitude in working with students in tiers 1, 2, and 3.

6. Computer skills, including Excel and web-based curricular applications.

7. Knowledge of Special Education preferred.

8. Ability to work harmoniously with others.

9. Demonstrate integrity of confidential information relating to students, staff, and

district patrons.

10. Ability to train staff in the use of core, supplementary, and intervention

materials.

11. Reading endorsement or the willingness to obtain reading endorsement.

**Reports To**: Federal Programs Director

**Evaluated by:** Building administrators in accordance with board policy and on schedule with other certificated staff.

**Duties and Responsibilities:**

1. Disaggregate and review school data.

2. Work closely with district and school administrators and staff to review data, set student learning objectives, instructional goals, and develop plans of improvement.

3. Assist teachers in using data to develop and implement flexible instructional groups, intervention, and extensions for all learners.

4. Work with individual and groups of students.

5. Collaborate and plan with school staff to develop and improve Title I and RTI services.

6. Facilitate professional development for effective interventions in classrooms.

7. Participate in professional learning communities, data teams, and teacher collaboration teams.

8. Attend required coaching, training, and professional development.

9. Meet and communicate with building administrators on a regular basis.

10. Meet and communicate with parents and students on a regular basis.

11. Provide reports to superintendent of schools and federal programs directors in regards to district-wide testing (ie SBAC, IRI, SAT, ACT, End of Course Assessments etc.).

12. Work with district administration in analysis of district STAR rating.

**Other Duties and Responsibilities:**

Performs all other duties as assigned.

**Terms of Employment**:

An employee working in this position shall, at all times, be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will be equal in length to certified staff as stated in the master agreement. Salary will be in accordance with the placement on the Teacher’s Salary Schedule commensurate with years of experience and education. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.