



Title I Interventionist/Literacy Tech Aide Monthly Training ~ A G E N D A ~

***September 26, 2014
Thompson Middle School 3rd Floor
Rooms 321 and 323***

Literacy Tech Aide Agenda

(8:15 a.m. – 9:15 a.m.)

- Job Description
- Needs Assessment

Interventionist Agenda

(8:15 a.m. – 10:15 a.m.)

- Review of Title I Handbook
- Needs Assessment

What is Title I?

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state's challenging performance standards in mathematics, reading, and writing. The Title I, Part A program is designed to help disadvantaged children meet high academic standards by participating in either a school wide or a targeted assistance program. Schoolwide programs are implemented in high-poverty schools following a year of planning with external technical assistance and use Title I funds to upgrade the entire educational program of the school. School-based decision-making, professional development, and parent involvement are important components of each district's Title I, Part A program.

SAGINAW PUBLIC SCHOOL DISTRICT
Job Description

AFFILIATION: SEIU
POSITION #: TA-8
EFFECTIVE DATE: 09/2013

JOB TITLE: Literacy Tech Aide

DEPARTMENT/BUILDING: All Title I Buildings

REPORTS TO: Building Principal

GENERAL SUMMARY:

Saginaw Public Schools Literacy Tech Aides are responsible for assisting in providing comprehensive school media services for students, staff, and building principals in a helpful, positive, congenial and flexible manner.

DISTRICT-WIDE PERFORMANCE STANDARDS:

Saginaw Public School District, in collaboration with Partners in Education (PIE), is committed to and responsible for ensuring the highest level of academic achievement and college and career readiness for all students. The highest level of organizational culture, accountability, and innovation will guide all school improvement efforts with the implementation of the Saginaw Model of Excellence.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Word, Excel, Access, literacy software and other related software
2. Knowledge of current technology
3. Skilled in operating standard office equipment
4. Skilled typist
5. Ability to think critically and problem solve
6. Ability to handle a large volume of work effectively and efficiently
7. Ability to understand multi-step written and oral instructions
8. Ability to communicate effectively, both written and oral
9. Ability to learn new processes quickly and accept change
10. Ability to perform with a high standard of customer service
11. Ability to work in a multi-cultural, urban setting and develop a rapport with students, staff, parents and the school community

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand and/walk, sit, lift and carry a minimum of ten (10) pounds. Specific vision abilities required by this job include close vision, such as reading data on a computer screen or printed materials. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

DUTIES AND RESPONSIBILITIES:

1. Support students and Teachers in the use of literacy software (Accelerated Reader, S.T.A.R. and Accelerate Math)
2. Assist the students with resource selection in coordination with the Teacher

3. Assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises.
4. Tutor individual students and small groups of students to reinforce and follow up learning activities.
5. Monitor and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
6. Prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
7. Operate and assist students in the operation of a variety of instructional media machines and equipment.
8. Requisition, store and maintain an appropriate inventory of textbooks, instructional materials, supplies, and equipment.
9. Assist in maintaining an orderly, attractive, and positive learning environment.
10. May participate in parent conferences and other student progress report activities.

EDUCATION AND/OR EXPERIENCES:

1. High school graduate or equivalent
2. A minimum of 60 semester hours of credit at an accredited college or university (or) pass the ACT Work Keys; Job Skills Assessment
3. Previous successful experience in a service related field

SPECIAL REQUIREMENTS:

1. Must be willing to learn changing technologies and to assume new responsibilities required by the introduction of new services and upgrades to software and equipment
2. Attend any training as mandated

WORKING CONDITIONS:

Classroom and/or library environment where there is no physical discomfort due to temperature, noise, dust or the like

SUPERVISORY RESPONSIBILITIES:

None

FISCAL RESPONSIBILITIES:

None

CURRICULA RESPONSIBILITIES:

None

Literacy Tech Aides Needs Assessment

9-25-14

Duties and Responsibilities	Evidence	Training Needs
<p>1. Support students and teachers in the use of literacy software.</p> <p>2. Assist the students with resource selection in coordination with the teacher.</p> <p>4. Tutor individual students and small groups of students to reinforce and follow up learning activities.</p> <p>5. Monitor and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.</p> <p>7. Operate and assist students in the operation of a variety of instructional media machines and equipment.</p>		