



## Job Description

**Job Title:** Reading Teacher  
**Position Code:** 7E04 / GE04  
**Job Classification:** Exempt

**Supervisor:** Principal  
**Pay Grade:** 35A, 37A, 38A, 39A  
**Contract Length:** 220 Days

### Job Summary

Position is responsible for instructing middle and high school students who are incarcerated in the Newport News Juvenile Detention School in a program of study who are deficient in reading and comprehension skills as identified by teachers and assessment instruments to enable each student to become more proficient in reading skills. Removing students from classes and working with them individually and in small groups supports the regular education curriculum and positively motivates the student to develop appropriate skills, knowledge, and interests in reading. Position utilizes a variety of instructional and tutorial techniques and utilizes technology applications as needed and appropriate.

### Essential Duties

1. Instructs middle and high school students individually or in small groups who are below grade level in reading and reading comprehension.
2. Enables students to develop an appreciation of reading.
3. Develops and implements individualized plans of action appropriate to the needs and abilities of each assigned student.
4. Provides individual and small group instruction that meets goals of the lesson plans and provides the best use of available classroom time.
5. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
6. Uses a variety of instructional techniques and reading materials appropriate for the ages and skill level of students.
7. Interprets the abilities and disabilities of students and works cooperatively with classroom teachers who have these students in regular and special education classes.
8. Establishes & maintains standards of pupil behavior and creates a safe, orderly, & effective environment for learning.
9. Administers pre and post reading assessments when applicable.
10. Evaluates student academic and behavioral growth and prepares regular progress reports.
11. Completes reports and provides information for program monitoring as requested.
12. Maintains thorough records for each student.
13. Makes recommendation for the purchasing of books, instructional materials, and instructional aids through the school principal.
14. Assists teachers and students in addressing the students' transition needs as they return to school, community, home, military, or post-secondary education.
15. Models nondiscriminatory practices in all activities.

### Other Duties

1. Attends staff development programs, curriculum development meetings, and other professional activities.
2. Keeps abreast of developments, research, and new technology in the field.
3. Performs any other related duties as assigned by the Principal or other appropriate administrator.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s or Master’s degree in education or a related field. Must be eligible or possess Virginia Collegiate Professional License or Postgraduate Professional License with appropriate endorsement. Reading endorsement preferred. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date