

**FAIRFIELD PUBLIC SCHOOLS**  
Fairfield, Connecticut

- I. JOB TITLE: Summer Literacy Teacher
- II. CERTIFICATION/QUALIFICATIONS: As set by state certification authorities; CT Certification 102 is preferred.
- III. WORK YEAR: July 9, 2018 - August 2, 2018
- IV. REPORTS TO: Summer School Principal  
PK-5 Director of Literacy and Learning
- V. JOB GOALS: To help students in the learning process through the effective application of instructional skills and knowledge of balanced literacy.
- VI. PERFORMANCE RESPONSIBILITIES:
  - A. Professional Knowledge
    - 1. Demonstrates facility in the skills of reading and writing.
    - 2. Demonstrates knowledge of balanced literacy.
    - 3. Demonstrates knowledge of human growth and development as it relates to teaching/learning.
  - B. Instructional Planning and Student Evaluation
    - 1. Effectively assesses student needs and progress.
    - 2. Plans instruction that is responsive to student needs.
    - 3. Knows and follows curriculum as specified by the Board of Education.
    - 4. Participates in curriculum development appropriate to assignment.
    - 5. Reviews and analyzes book selections, equipment, and other instruction materials.
  - C. Instruction
    - 1. Effectively implements instructional plans and uses appropriate instruction techniques.
    - 2. Effectively communicates with students.
    - 3. Helps students develop positive self-concepts.
    - 4. Facilitates the independence of the student as learner.
    - 5. Effectively organizes time, space, materials and equipment for instruction.
    - 6. Effectively meets the needs of all students
    - 7. Establishes a positive learning environment.
    - 8. Provides meaningful reinforcement in application of knowledge and skills.

D. Professional Responsibilities

1. Meets professional responsibilities:
  - a. Cooperates with fellow teachers, administrators, and supervisory staff.
  - b. Maintains the ethics of the profession.
2. Encourages and maintains the cooperative involvement and support of parents and the community.