

**Job Title: Dyslexia Teacher**

**Reports to: Diocesan Learning Specialist and Campus Principal**

**Revised date: June 7, 2021**

**Approved by: Interim Superintendent**

**A. JOB SUMMARY:**

Provides multi-sensory, systematic, and structured lessons designed to provide intensive reading and spelling instruction for students identified with dyslexia as mandated by the Texas Education Agency (TEA) Dyslexia Handbook. Delivers research-based strategies learned in the structured literacy intervention. May also serve students exhibiting risk factors of dyslexia, including difficulties with phonemic awareness, decoding, word recognition, fluency, spelling, and writing. The position is hired and evaluated by the Diocesan Learning Specialist.

**B. REPORTING RELATIONSHIP:**

Reports directly to the Diocesan Learning Specialist and Principal of the school.

**C. ESSENTIAL JOB FUNCTIONS:**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Provides intensive accelerated instruction in small group settings.
- Creates an interactive classroom where students actively participate during each lesson presented.
- Accepts itinerant assignments and arrives to class on time.
- Plans, organizes, manages, and implements lesson activities.
- Prepares materials needed for instruction in advance.
- Follows Dyslexia Program lesson cycle guidelines; adheres to recommended pacing schedules.
- Models procedures that consistently encourage students to maintain focus during instruction.
- Demonstrates effective classroom management skills in a small group setting.
- Completes and submits pacing calendars and lesson plans for each small group of students.
- Follows recommended pacing schedule and maintains lesson completion records for each student to ensure students are progressing through dyslexia curriculum at expected pace.
- Maintains and organizes individual student files, both paper and electronic.
- Monitors and documents student progress, and reports progress to the Diocesan Learning Specialist and School Principal.
- Maintains ongoing communications with classroom teachers and School Principal to ensure a successful transition for students.
- Maintains ongoing communications with parents to discuss student progress and reinforce reading strategies at home.
- Serves as a resource to classroom teachers and parents, providing professional learning sessions and suggested instructional strategies.

**D. KNOWLEDGE, SKILLS and ABILITIES**

- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of dyslexia and learning disorders.
- Knowledge of dyslexia data and ability to interpret data for instructional purposes.

- Knowledge of the Diocesan policies and procedures concerning learning disorders.
- Skill in administering and interpreting reading assessments.
- Skill in demonstrating multicultural experiences and experience with second language learners.
- Skill in effective written and verbal communication and proficiency in oral and written English.
- Skill in professional learning or service on a campus team.
- Skill working with students with dyslexia and providing appropriate interventions and/or accommodations.
- Ability to work with parents, teachers, and school administrators to provide knowledge and understanding of needs of students who learn differently.
- Ability to carry out instructions furnished in written or oral form.
- Ability to establish a supportive and compassionate relationship with students with special needs.
- Ability to establish and maintain cooperative working relationships with students, staff, and others contacted in the course of work.
- Ability to exercise discretion regarding matters of a sensitive or confidential nature.
- Ability to work with a diverse group of individuals.
- Ability to use software to create spreadsheets, databases, and do word processing.
- Ability to organize and coordinate work.
- Ability to communicate effectively, both oral and written forms.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

### **Travel Requirements**

- Travels to diocesan school buildings and professional meetings as required.

### **MINIMUM QUALIFICATIONS:**

#### **Education**

- Bachelor's degree from accredited college or university required, Master's degree in a relevant field preferred
- **Certification/License:** Valid Texas Teaching certification required
  - ESL or Bilingual certification preferred
  - Certified Academic Language Practitioner (CALP)/Licensed Dyslexia Practitioner (LDP) preferred
  - Certified Academic Language Therapist (CALT)/Licensed Dyslexia Therapist (LDT) highly preferred

#### **Experience:**

- Below are examples of the combinations of certification and experience accepted:
  - 3 years' classroom teaching in Language Arts & Reading without CALP/CALT certification; OR
  - No experience with CALP/LDP certification preferred OR
  - No experience with CALT/LDT certification highly preferred

### **WORKING CONDITIONS:**

- Required to work some nights and weekends
- Required to manage moderate to high work pace for extended periods of time
- Required to work a minimum of a full school day
- Required to work in normal office conditions

### **PROFESSIONAL EXPECTATIONS:**

- Attend all trainings and staff meetings
- Attend all diocesan trainings and meetings

- Knowledge of teachings of the Catholic Church
- Knowledge of child development, learning, and behavior
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

FLSA classification:  Exempt  Non-exempt (hourly)  
 School classification:  Full-time  Part-time  
 Temporary  Other/seasonal

**Employee Certification**

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a predetermined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_