

Title 1 Steps Technician Lead Trainer

Purpose Statement

The job of Title 1 Steps Technician Lead Trainer is done for the purpose/s of improving students' success in reading. An individual serving in this position will help to accomplish this purpose by providing leadership and training on proven instructional practices and resources that are part of the University of Utah Reading Clinic (UURC) Steps programs with Title 1 Steps technician trainers and Title 1 Technicians.

This job reports to the Title 1 Director

Essential Functions

- Assists administrators with the understanding of Steps curriculum, materials, and costs associated with running the Steps program for the purpose of ensuring its effective functioning at each location.
- Certified in all University of Utah Reading Clinic Steps Programs (Early Steps, Next Steps, Higher Steps) for the purpose of building capacity and accountability within Title 1 Technicians.
- Communicates the vision and shares the fidelity requirements of the Steps program for the purpose of ongoing dialogue and professional development to Steps Technician Trainers and school Title 1 technicians.
- Confers with staff members for the purpose of assisting in evaluation of staff members effectiveness and in students' progress in reading to ensure the Steps program is being implemented with fidelity.
- Creates and maintains schedules for the purpose of training, observing, and evaluating Title 1 technicians.
- Develops and maintains a system of collecting technician certifications and student reading growth data for the purpose of decision making.
- Mentors and provides training to district Title 1 Steps Technician Trainers and coordinates professional development for Title 1 Technician Trainers and school technicians for the purpose of providing effective Steps instruction to students.
- Participates in in-service workshops and training for the purpose of receiving and/or conveying information related to the job functions.
- Participates in ongoing training from University of Utah Reading Clinic for the purpose of remaining current in program instructional models and practices.
- Prepares the agenda and captures minutes for monthly meeting with Title 1 Director and included Steps team members for the purpose of ensuring that all important items are addressed and assignments are followed up on.
- Provides Steps supports and training at Title 1 principal's meeting, coordinator meetings, and with school based teams for the purpose of improving student success in reading.
- Serves as a liaison between UURC and Nebo School District Title 1 Director for the purpose of working with the University of Utah Reading Clinic in order to give input on current needs and programs.

Other Functions

- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practiced; operating standard office equipment including computers and pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; age appropriate activities; health and safety standards.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with others; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality; working as part of a team; and working with frequent interruptions; have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Certificates

University of Utah Reading Clinic Steps
Certification

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Not Rated

Approval Date

3/1/2019

Salary Range

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