

Title 1 Steps Technician Trainer

Purpose Statement

The job of Title 1 Steps Technician Trainer is done for the purpose/s of improving students' success in reading. An individual serving in this position will provide University of Utah Steps training to Title 1 staff and provide supports/modeling of critical instructional practices based on data from observation and assessment.

This job reports to the Coordinator of Special Education

Essential Functions

- Certified in at least two of the three Utah Reading Clinic Steps Programs (Early Steps, Next Steps, Higher Steps) for the purpose of
- 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.
- 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.
- Serves as a member of the Nebo Steps Coordinating Team working with the University of Utah Reading Clinic for the purpose of giving input on current needs and programs.
- Trains Technicians and Title 1 Coordinators in the University of Utah Reading Clinic instructional models for the purpose of providing the Steps instruction to students.

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 practices; operating standard office equipment including computers and pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; 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 activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with data utilizing defined

and similar processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related 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 0% sitting, 0% walking, and 0% 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

Approval Date

Salary Range

Non Exempt

2