



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Title I Teacher**

Job Family: **Licensed**

Prepared/Revised Date: **September 10, 2025**

FLSA Status: **Exempt**

Pay Range: **T Salary Schedule**

Job Code: **20600**

SUMMARY: Responsible for instructing supplemental reading, writing, and math, as well as English Language Development (ELD) instruction for multilingual learners. Support students meeting Colorado Academic Standards and Colorado English Language Proficiency Standards within the Multi-Tiered System of Supports (MTSS) model in compliance with Title I and PSD policies and practices. Provide instruction within tiers II and III and give supplemental support to tier I instruction. Responsible for utilizing the MTSS model to enhance learning for all students, especially those underperforming academically and/or needing specialized support.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Develop, plan, prepare, and implement:
 - a. individualized programs of instruction for students.
 - b. classroom curriculum, materials, and lesson plans.
2. Instruct students in large groups, small groups, and one-on-one situations.
3. Assist teachers in implementation of academic instruction and programs through co-teaching and co-planning.
4. Create an inclusive classroom environment which maximizes instructional opportunity, and supervise and support the academic behavior and well-being of students in the classroom and all educational settings.
5. Design formative assessment tasks that allow students to demonstrate understanding in a variety of ways and use the data to give meaningful feedback to students and families and modify instruction.
6. Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, emotional, and behavioral progress and needs of students.
7. Communicate students' progress and needs with parents/guardians and other staff as needed.
8. Collaborate:
 - a. with teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes.
 - b. with district Language, Culture, and Equity Department (LCE) to ensure and support research-based programming and classroom instruction.
 - c. with colleagues in team and building-based meetings and discussions.
9. Demonstrate a commitment to:
 - a. understand, appreciate, and make accommodations for students' needs.
 - b. include and engage families in the students' education.



- c. support all Poudre School District policies, procedures, and expectations.
- d. provide personal and professional excellence.

10. Participate in:

- a. the school's MTSS and/or PLC process as a specialist and advocate.
- b. department, team, building, and district meetings and discussions.
- c. student and/or family conferences.
- d. social, cultural, interscholastic, and extracurricular activities.
- e. professional growth opportunities.

11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with proper teaching licensure program required
- Experience instructing students in a classroom setting required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado teaching license with appropriate endorsements required
- Culturally and Linguistically Diverse Education (CLDE) endorsement or willingness to obtain within two years of hire
- CPR and First Aid certifications encouraged

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs
- Operating knowledge of and experience with typical office equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	School administration	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	