

Job Title:	READING SPECIALIST	Reports to:	Principal
FLSA status:	Exempt	Supervisor duties:	none
Classification:	Certified	Approved on:	10/13/2020
Position Summary:	Under the direction of the principal, the responsibilities of the position fall into two categories. As a teacher, the reading specialist is responsible for providing direct instruction to students, individually or in small groups, to enable students to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive literacy program at the assigned school through coaching, supporting, and guiding teachers in best practices for literacy instruction.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Coordinates the school reading and language arts and primary programs both horizontally and vertically.
- Assisting classroom teachers in planning reading/language arts programs and primary and intermediate programs.
- Assisting all teachers with teaching/learning strategies that promote comprehension in all subject areas.
- Provide direct instruction in the areas of reading and writing for identified groups and individual students, with an emphasis on emergent, beginning, transitional and exceptional readers.
- Modeling reading and language arts instruction in primary and intermediate classrooms.
- Coordinating the developmental aspects of the primary and intermediate programs.
- Collaboratively selecting and coordinating (with the approval of the principal) all reading and language arts materials used in the classrooms.
- Coordinating in identified school's activities of the reading program and or the Migrant program so as to insure continuity between the regular program and federal programs.
- Assisting in assuring continuity between regular programs and other special areas Assisting teachers with instructional interventions.
- Assisting with the staffing meetings of students for specific services
- Implementing in the school the School Board curriculum outcomes associated with reading and language arts.
- Maintaining current and efficient records including the preparation of reports.
- Interpreting the school's reading/learning program for staff, parents, and members of the community.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs
- Demonstrated implementation of a balanced literacy program in the classroom
- Demonstrated use of assessment to inform instruction
- Demonstrated effective use of SDAIE and Sheltered teaching strategies with English Language Learners
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills
- Knowledgeable about training in current approaches to teaching and structures for differentiated instruction
- Willing attitude to be a part of the school team; strong sense of professionalism skills
- Management and organizational ability, common sense, motivation, positive attitude
- Ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.
- Communicate effectively with all members of the school district and community.
- Comply with all district policies, rules and regulations.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Master's degree from an accredited college or university.
- Valid reading specialist certificate
- Three years teaching experience

Computer Proficiency: MS Office Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.