



Job Description Reading Specialist

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 185 Days

Experience Required: Two (2) years related experience with some classroom experience.

Minimum Education Requirements: Master's degree in related field.

Department: Central Office Administration.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Valid teaching certificate with Reading Specialist endorsement.

Job Summary: The reading specialist supports, supplements, and extends classroom teaching with small group interventions focusing on decoding fluency, comprehension, and writing skills.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Work with small groups of students on specific areas of weakness in reading.
- Perform assessments and analyze data for the district wide initiative MTSSRTI placement.
- Assess the reading strengths and needs of students and provide that information to classroom teachers and principals.
- Provide training and support for teachers and administrators in reading programs and literacy techniques.
- Assist teachers in utilizing a variety of on-going instructionally based assessment approaches to inform and differentiate instruction and placement in RTI groups.
- Manage Literacy Lab tutors by meeting weekly to discuss students' progress and check in every 3 months on strategies used by tutors.
- Manage and update school online programs such as Lexia Reading Plus and AR accounts as students enter and exit the school.
- Before, during, and after school duties including student supervision, lunchroom management, and subbing in for classroom teachers when needed.
- Provide reading advice to classroom teachers.
- Attend parent teacher conferences as needed.
- Provide leadership in the field of reading.
- Conduct staff development for teachers in the area of reading instruction.
- Meet regularly with classroom teachers to evaluate student progress.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

Effective Date:



Job Description Reading Specialist

- Assessments and diagnosis vital for individual instruction.
- Essential components of effective reading programs as well as the comprehensive reading program and instructional materials that will be used in the school.
- Demonstrate knowledge of best practices in reading and writing.

Skills

- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.
- Strong personal skills with children under 6.

Abilities

- Working with teachers, administrators, and other school staff as a collaborator.
- Maintain accurate records to demonstrate student growth.
- Assist in the selection of books, instructional materials and equipment.
- Attend staff meetings and serve on staff committees.
- Make provision for being available to students and parents for education-related purposes outside the instructional day.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



Job Description Reading Specialist

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date