

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Reading Specialist

II. PRIMARY FUNCTION

Assumes responsibility for the implementation of the approved reading program within the school, including instructing students and serving as a resource person for the staff

III. REPORTS TO

Principal or designee

IV. QUALIFICATIONS

- Must hold or be eligible for standard New Jersey Reading Specialist certification
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Provide a program of on-going direct instruction to students, especially those identified for the BSI/ESL programs
- Assist in the diagnosis of reading strengths and weaknesses of individual students and groups of students
- Assist, as appropriate, in the determination of student placement of instructional groups
- Confer with teachers and other personnel regarding all elements of the reading program, especially student needs for improvement
- Maintain appropriate records relating to the reading program
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA contract

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Job Description/ Section V READING SPECIALIST

APPROVED: November 22, 2010