

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - ELEMENTARY PROGRAM SPECIALIST

The Elementary Program Specialist is instrumental in developing and maintaining supportive services in math and reading.

GENERAL DUTIES AND RESPONSIBILITIES

Be responsible generally to the Elementary Coordinator in all matters pertaining to elementary education.

Be responsible to the building principal in all matters related to the building's operation and program delivery.

Coordinate and facilitate CST meetings as assigned.

Attend, participate and gather appropriate data for CST, MDE, IEP and data meetings as assigned.

Attend divisional RTI coordination meetings, elementary math/reading department meetings, faculty meetings, and grade level meetings as requested.

Attend staff development sessions and/or workshops as appropriate.

Participate in the evaluation and selection of new math and reading materials.

Organize, schedule, and participate in the testing of students in grades one through five and aid in kindergarten assessment.

Confer with the Mathematics K-12 Coach, Reading Coordinator, building principal, and the classroom teacher in annual preliminary planning of the year's tutorial and support services.

Meet regularly with the Reading Coordinator to assist in coordination of the reading program.

Coordinate program with Elementary Coordinator, principals, teachers, and, where appropriate, guidance counselors.

INSTRUCTIONAL DUTIES AND RESPONSIBILITIES

Identify students in need of remediation, establish support services for all pupils needing math and reading support, and/or design individualized math and reading programs for those students modeled after RTI.

Keep detailed records for all students in reading support including recommendations for support, program prescriptions, and parent contact logs.

Provide reading instruction using scientifically research based programs and strategies method for all students.

Supervise the assigned math/reading assistants who provide supplemental interventions for identified students.

Consult with Mathematics K-12 Coach and Reading Coordinator to ensure consistency in instructional programming and delivery.

Provide direct instruction using Scientifically Researched Based Intervention programs for approximately 20% of the daily schedule.

Meet weekly with the assigned reading assistants to evaluate program effectiveness and student progress.

Test students new to the district to assist in appropriate placement for reading instruction.

Inform parents in writing of the child's inclusion in remedial programs.

Oversee the weekly delivery of supplemental math and reading assistance to students.

Gather, analyze, and interpret all available sources of data to ensure that all students are receiving classroom based math and reading instruction that is appropriately matched to their degree of need.

Work closely with the building principal to design the intervention delivery schedule.

Identify students in need of academic monitoring and coordinate progress monitoring assessments.

RESOURCE DUTIES AND RESPONSIBILITIES

Assist teachers as needed with flexible grouping and/or skills instruction.

Aid teachers in determining and obtaining appropriate, available supplementary materials.

Determine a student's appropriate instructional level through the use of running records, informal reading inventories, observational checklists, and any additional assessment tools in consultation with the Mathematics K-12 Coach and/or Reading Coordinator.

Confer with parents as necessary.

Participate in the development and teaching of parent education programs as requested.

Order intervention materials on a yearly basis.

Facilitate data meetings and analyze student data on an ongoing basis.