

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Reading Specialist/Coach	Assigned School	Principal
<b>JOB SUMMARY:</b>  Responsible for designing and implementing reading interventions, supporting literacy development, teaching reading to individuals and small groups, and modeling and assisting teachers with differentiating reading instruction		
<b>QUALIFICATIONS:</b>  Bachelor’s degree in education and required teaching certificate in related area(s) of instruction as required by the State of Minnesota, specific content knowledge, training or job experience required before appointment, and successful student teacher. K-12 reading license required.		
TASK NO.	DESCRIPTION WORK YEAR: 186 days	FREQUENCY

		<u>Elementary</u>	<u>Secondary</u>
1	Work with at-risk students on a 1:1 and small group basis focusing on literacy skills	45%	60%
2	Serve as a reading coach and literacy resource for the building by modeling and assisting teachers in differentiating reading instruction	35%	20%
3	Assess students to identify instructional reading needs, use assessment information to designing and implement appropriate reading interventions and monitor reading growth	5%	10%
4	Serve as the Minnesota Reading Corps Internal Coach	3%	0%
5	Collaborates and communicates with classroom teachers, parents, building principals	2%	2%
6	Serve on problem solving teams	5%	0%
7	Uses reading data to identifying programming and student needs, and facilitate staff development study groups to train staff and administration in areas relating to literacy.	3%	5%
8	Attend meetings, workshops, and training sessions as directed.	1%	2%
9	Perform other related duties as assigned.	1%	1%

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SUPERVISOR'S APPROVAL

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DATE

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COMMITTEE'S APPROVAL

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DATE