

Inter-Lakes School District Job Description



Title: Reading Specialist	Date: November 4, 2022
Classification: Professional Employee	Terms of Employment: per CBA
Reports To: Curriculum Coordinator	Supervises: Paraeducators and Volunteers

QUALIFICATIONS:

1. A Master's degree in Literacy or a related field;
2. Educator license with Reading Specialist endorsement as required by the NH Department of Education or holds a State of Eligibility and obtains an alternative license within the NH DOE timeline.

JOB OBJECTIVE:

Under the direction of the principal and curriculum coordinator, the responsibilities of the position fall into two categories, direct instruction to students, and literacy leader. 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.

ESSENTIAL JOB FUNCTIONS*:

No more than 50% of the reading specialist's time shall be devoted to the direct instruction of learners; responsibilities which include:

1. Structure a physical classroom environment conducive to learning.
2. Establish efficient classroom management procedures.
3. Provide a variety of planned learning experiences using a variety of media and methods in order to motivate students, meet their individual needs, and best utilize available time for instruction.
4. Assess students using a variety of measures to determine appropriate placement, specific instructional needs, and to determine progress.
5. Participate in collaborative instructional planning.

As a literacy leader, the position is responsible for developing, evaluating, and leading a comprehensive literacy program at the assigned school with other educators or community groups. At least 50% of reading specialist's time shall be devoted to coaching to include, but not limited to the responsibilities of being a literacy leader which include:

1. Co-teaching, collaboration, facilitation of instructional strategies, modeling, observing, and providing feedback on best practices for literacy instruction, anchoring to the science of reading.
2. Maintain a comprehensive inventory of instructional materials and resources.
3. Identify and order literature for use in all content areas in support of the curriculum.
4. Maintain an organized inventory system and accessible location for the storage and circulation of reading and writing materials.
5. Oversee, communicate, and support the administration of required literacy assessments on the District Assessment Menu.
6. Provide ongoing training and follow-up in the use of assessment tools and progress monitoring.
7. Collaborate with and coach staff on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs.
8. Track, manage, and provide data and feedback to administrators on the school's literacy initiatives.
9. Assist with the planning and delivery of parent workshops and informational sessions involving targeted support for learners.
10. Participate in parent conferences and provide instructional suggestions.
11. Support learners through the transition from K-6 to 7-12 as well as summer programming.
12. Attend regularly scheduled meetings with administration and grade-level teams to review programming

and literacy goals.

13. Facilitate early childhood community outreach.

14. The Elementary Reading Specialist serves as our Title 1 Project Manager.

15. Perform other duties as assigned.

SKILLS

1. Strong leadership skills.
2. Ability to communicate effectively with learners, staff and parents.
3. Ability to think critically and analyze data.
4. Ability to work with a variety of stakeholders and maintain positive working relationships.
5. Ability to analyze problems and find the best solution.

WORKING CONDITIONS:

Primary setting within a school building environment, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary. Travel to school district buildings and professional meetings as required.

OTHER:

The above statements are intended to describe the general nature and level of work assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**