

**Job Title:** Elementary Reading Specialist

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Date Revised:** November 15, 2021

**Dept./School:** Elementary School #3

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### **Primary Purpose:**

The responsibilities of this position fall into two categories. As a teacher, the reading specialist is responsible for providing direct instruction to students individually or in small groups, to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive literacy program through coaching, supporting, and guiding best practices.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's Degree from an accredited university

Valid Texas teaching certification with endorsements for subject/ grade level assigned

#### **Special Knowledge/Skills:**

Knowledge of subjects assigned (reading and language arts)

General Knowledge of curriculum and instruction

Ability to instruct students and manage student behavior

Strong organizational, communication, and interpersonal skills

#### **Experience:**

At least 5 years of elementary reading instruction

### **Major Responsibilities and Duties:**

1. Assess students in reading and identify children at risk.
2. Design and implement reading interventions using research based strategies.
3. Document interventions and progress for each child.
4. Provide curriculum support and training for all teachers through staff development that supports the district initiatives and the TEKS.
5. Model instructional methods, provide coaching and follow up support.
6. Collaborate with teachers to analyze literacy data and plan for literacy needs.
7. Participate in collaborative instructional planning.

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8. Conduct classroom visits and provide feedback to teachers and administrators about the school's literacy program.
9. Serve as a liaison between the school and the Department of Curriculum and Instruction by attending meetings and disseminating information.
10. Maintain an organized and accessible system of reading and writing intervention materials.
11. Participate in parent conferences and provide instructional suggestions.

### Other

12. Follow district safety protocols and emergency procedures.
13. Other duties as assigned.

### Supervisory Responsibilities:

None.

### Mental Demands/Physical Demands/ Environmental Demands:

**Tools/Equipment Used:** Standard equipment including personal computer and curriculum materials.

**Posture:** Prolonged sitting and standing. Occasional bending/stooping, pushing/pulling, and twisting.

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds).

**Environment:** May work prolonged or irregular hours.

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_