School District Position Description

Position Title:	Reading Specialist
Department:	Local Schools
Reports To:	School Principal
Approved By:	Butler Co. Board of Education Date: July 13, 2000

PURPOSE: The purpose of funding reading specialists for the ARI is to encourage the development of highly skilled local school personnel who can assist the ARI schools in achieving the goal of 100% of the students reading grade-level materials well.

GENERAL DUTIES: The duties of the ARI reading specialists are twofold:

1. To work with struggling readers long enough to develop the expertise it takes to be successful with the students who challenge us most.
2. To coach other ARI teachers so that all teachers become better equipped to help ARI schools achieve their goal of 100% of the students reading grade-level materials well.

The reading specialist works with struggling readers one-half day and coaches teachers for one-half day in implementing strategies taught during the summer institutes. For a first-year reading specialist, the monthly professional development provided by the ARI will focus on being successful with struggling readers. For a second-year reading specialist, the monthly professional development provided by the ARI will focus on successful "coaching" strategies.

The reading specialist serving only one school is housed in the ARI school. The principal provides the supervision of this reading specialist.

SUPERVISORY RESPONSIBILITIES:
Supervises classroom, students and aides. Serve as "coach" to other teachers in ARI school.

QUALIFICATION REQUIREMENTS*: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND/OR EXPERIENCE:
Minimum of Bachelor's degree in Education, Master's preferred. Experienced teacher preferably with background in remedial reading instruction. Must have completed or plan on completing two week summer institute and/or be a certified presenter for the Alabama Reading Initiative.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Alabama Teacher Certification.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, administrators, the general public and the Butler County Board of Education. Ability to write and deliver speeches that conform to prescribed style and format.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with students, staff, parents and the community. Ability to communicate clearly, correctly, and concisely both in oral and written communication. Ability to work under stress. Ability to perform duties with awareness of all district requirements, Board of Education policies.

PHYSICAL DEMANDS*: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk, and hear. The employee is occasionally required to reach with hands and arms. The employee is required to interact with the public and staff. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT*: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.