

**SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – SPECIAL EDUCATION READING SPECIALIST**

Job Title	Special Education Reading Specialist
Supervisor	Building Principal
Qualifications:	New Hampshire certification as a Reading Specialist required and preferably dual certification with General Special Education. Master's degree in reading/literacy or special education preferred. Three years of classroom teaching preferred.
Purpose	The Reading and Writing Specialist serves as a resource to promote student growth in learning reading and writing and teacher growth in teaching reading and writing. This position acts primarily as a reading and writing instructor for students in need of correction, or remediation for identified students, per the student's IEP. The Reading and Writing Specialist also works collaboratively with teachers to ensure students are receiving supports within the classroom and needed professional development training.
Performance Responsibilities	<ul style="list-style-type: none"> ● Demonstrates knowledge of current trends, ideas, and research in literacy ● Demonstrate knowledge of federal, state, community, and school district special education rules, regulations, policy, and laws for students with IEPs and 504 plans and keep abreast of current Reading and literacy best instructional practices and changing special education legislation. ● Consults weekly with special educators and paraprofessionals, individually or in group meetings, (such as provide suggestions for student specific interventions, accommodations, materials etc.). ● Assists teachers and paraprofessionals in the selection and use of materials appropriate for each student's growth and development for assigned students. ● Collaborate with teachers in the development and modification of instructional units and lessons and teach units as requested. ● Plan, develop, implement, and monitor students' individualized education plans (IEPs). ● Provide, when appropriate, workshops and consultation to the school district staff regarding Reading/writing/literacy instruction. ● Consult with classroom teachers, parents, specialists and other therapists regarding programming for students. ● Provides instructional guidance to teachers, tutors and paraprofessionals who provide reading instruction and/or support for students. ● Be trained, and ideally certified in the Orton Gillingham Reading approach, as well as other multi-sensory reading approaches. ● Prepare annual IEP goals/objectives for assigned students in the area of reading/writing/literacy. ● Create and provide developmentally appropriate reading and writing instruction in individual and/or small group instruction to meet the needs of students. ● Monitor student progress and report out progress on progress reports. ● Attends IEP meetings as needed. ● Maintain confidentiality. ● Complete a comprehensive diagnostic assessment through formal and informal evaluation and observation of those students who have been identified as having a possible educational disability. ● Co- teaches with classroom teachers, when appropriate. ● Serve on a multidisciplinary team for the identification of a student with a suspected educational disability. ● Collaborate with the student's parents and teachers in planning, writing, and monitoring the student's Individual Education Plan. ● Other duties as assigned by the building level Principal and/or Director of Student Services.

Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Covered under the SREA Collective Bargaining Agreement
Evaluation	Evaluation by the Building Principal in accordance with district policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

November, 2022