CLARKSDALE MUNICIPAL SCHOOL DISTRICT
Reading/Literacy Specialist
JOB DESCRIPTION

QUALIFICATIONS:

1. Masters Degree from an accredited educational institution.
2. Minimum of three (3) years successful teaching experience.
3. Experience in presenting educational training programs with a demonstrated knowledge and practice of language Arts or reading preferred.
4. Valid Mississippi teacher certification in appropriate area.
5. Reading certification required.
6. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research and best practices related to reading instruction. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to work with parents. Ability to work effectively with peers, administrators and others.
Knowledge of Common Core.

REPORTS TO:

Assistant Superintendent

JOB GOAL

To assist and support classroom teachers and administrators in providing a balanced and effective reading program for all students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

1. Create or select short- and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.
2. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.

READING/LITERACY SPECIALIST (Continued)

3. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
4. Develop or select instructional activities which foster active involvement in the learning process.
5. Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.
6. Assist in assessing changing curricular needs and plans for improvement.

Administrative/Management

7. Maintain a positive, organized and safe learning environment.
8. Use time effectively.
9. Manage materials and equipment effectively.
10. Use effective student behavior management techniques.
11. Enforce school rules, administrative regulations and Board policies.
12. Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
13. Use technology resources effectively.
14. Assist the school in the compilation of data to evaluate reading programs and assist in identifying appropriate strategies.
15. Maintain reading documentation required by the state.
16. Coordinate and monitor the work of volunteers and aides when assigned.

Assessment/Evaluation

17. Develop and use assessment strategies, traditional and alternative, to assist the continuous development of students.
18. Analyze and identify reading problems.
19. Interpret data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation.
20. Compile pre-program, mid-program and post program data for project evaluation.
21. Assist teachers in selecting, administering, and evaluating results of screening, diagnostic, and progress assessments.
22. Establish appropriate testing environment and test security.
23. Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
24. Evaluate the effectiveness of instructional units and teaching strategies.

Intervention/Direct Services

25. Work with and support the classroom teacher in providing a balanced reading program.
26. Assist in implementing and monitoring of the reading curriculum.
27. Assist in reading curriculum revision and development.
28. Assist with the selection of appropriate reading resources related to identified needs at the school site.

READING/LITERACY SPECIALIST (Continued)

29. Assist teachers in the provision of appropriate intensive intervention instruction for struggling students, including those who are limited English proficient.
30. Demonstrate knowledge and understanding of subject matter.
31. Communicate high learning expectations for all students.
32. Apply principles of learning and effective teaching in instructional delivery.
33. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
34. Use appropriate material, technology, and other resources to help meet learning needs of all students.
35. Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
36. Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
37. Provide instruction on safety procedures and proper handling of materials and equipment.
38. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
39. Assist students with health and hygiene needs as required.

Technology

40. Use appropriate technology in instructional delivery.
41. Use technology to establish an atmosphere of active learning.
42. Provide students with opportunities to use technology to gather and share information with others.
43. Facilitate student access to the use of electronic resources.
44. Explore and evaluate new technologies and their educational impact.
45. Use technology to review student assessment data.
46. Use technology for administrative tasks.

Collaboration

47. Facilitate collaboration among teachers and grade and/or content areas levels at school.
48. Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
49. Provide accurate and timely information to parents and students about academic and behavioral performance of students.
50. Collaborate with other professionals and parents after recognizing student distress.
51. Collaborate with peers and other professionals to enhance student learning.

READING/LITERACY SPECIALIST (Continued)

Staff Development

52. Engage in a continuing improvement of professional skills and knowledge.
53. Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
54. Update the principal and teachers on the latest trends in the area of reading instruction.
55. Coach teachers in the latest techniques for the prevention and remediation of reading problems.
56. Model effective teaching strategies and techniques.
57. Assist teachers with instructional strategies to improve FCAT reading comprehension and Mississippi Writing assessment.
58. Conduct staff development activities to assist teachers in helping students improve reading skills.
59. Participate in school data collection of teacher input on principal's performance assessment program.

Professional Responsibilities

60. Act in a professional and ethical manner and adhere at all times to the *Code of Ethics Professional Conduct*.
61. Demonstrate attention to punctuality and regular attendance.
62. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
63. Maintain confidentiality of student and other professional information.
64. Comply with policies, procedures and programs.
65. Exercise appropriate professional judgment.
66. Support school improvement initiatives.

Student Growth and Achievement

67. Ensure that student growth and achievement are continuous and appropriate schoolwide.
68. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Perform other tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.