



FLOYD COUNTY PUBLIC SCHOOLS
140 Harris Hart Road NE
Floyd, VA 24091
Telephone: (540) 745-9400 FAX: (540) 745-9496

JOB DESCRIPTION

TITLE: Reading Specialist

GRADE: Teacher Scale

**CONTRACTUAL
DAYS:** 195

REPORTS TO: Principal

JOB GOAL: To work closely with students, teachers, and parents to provide targeted reading interventions and support, assess reading abilities, and develop strategies to improve literacy outcomes.

QUALIFICATIONS:

- Possess a Master's degree from an accredited college or university
- Hold or be eligible for a Postgraduate Professional License with the endorsement for Reading Specialist
- Knowledge of the principles, practices and procedures of reading education and effective teaching of
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with children, students, parents, staff, administration and community members.
- Knowledge of relevant technology.
- Have effective written, verbal, presentation, and interpersonal skills

PERFORMANCE RESPONSIBILITIES:

The position involves collecting and analyzing school literacy data, creating Student Reading Plans with parents and teachers, providing direct instruction to high-risk students, and supporting teachers in implementing evidence-based literacy practices across all subjects.

Essential functions of the job may include but are not limited to the following:

1. Provides individual and/or small group instruction to meet the needs of students as applicable.
2. Monitor and track student progress, adjusting intervention plans as necessary to ensure growth.
3. Assist with the coordination of school-wide and individual student progress monitoring data.
4. Maintain accurate records of assessments, interventions, and student progress.
5. Support the training of building staff on research-based interventions, when recommended.

6. Serve as a resource and mentor for teachers, offering guidance on effective reading instruction techniques and interventions as directed by the administrator(s).
7. Collaborates with administrators and grade-level teams to utilize data effectively for educational decision-making.
8. Assists administrators and teachers at the assigned school in the implementation of a comprehensive literacy program, including its impact across content as directed by the administrator(s).
9. Communicate regularly with teachers and parents to share progress updates and provide strategies for supporting reading at home.
10. Selects, requisitions, and maintains books, instructional material, and instructional aids.
11. Attends professional programs, curriculum development meetings, and other professional activities.
12. Keeps abreast of developments, research, and new technology in the field.
13. Performs any other related duties as assigned by the school principal or other appropriate administrators.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The school division may add to, modify, or delete any aspect of this job as it deems advisable.

Revised 05/2024