

**TITLE:** CERTIFIED READING SPECIALIST

**QUALIFICATIONS:** Valid Illinois Teaching Certificate appropriate for assigned grade level and/or subject area

Masters Degree in Teaching of Reading

**REPORTS TO:** Building Principal

**SUPERVISES:** Students under direct or indirect control

**CONSULTS:** Teachers and Teacher Aides

**JOB GOAL:** To provide instruction in best practices of reading for teachers and students.

**PERFORMANCE RESPONSIBILITIES:**

1. Coach within the classroom environment through conferencing with teachers, modeling, within the classroom, as well as co-teaching within the classroom.
2. Oversee and administer Universal Screeners for the building/district.
3. Administer diagnostic tests to identify specific needs of students.
4. Plan a program of remediation using information gathered through data collected on individual student.
5. Evaluate student progress.
6. Keep accurate records of student performance and participate in conferences and meetings when required.
7. Assist in the planning and implementation of instruction to improve the developmental and/or enriched reading program as needed for students.
8. Ascertain the appropriate reading instructional level and develop methods, materials, and programs for individual students to be implemented in conjunction with the classroom teacher.
9. Monitor implementation and effectiveness of the prescribed interventions and report results to appropriate staff and administration.
10. Teach individual students and small groups of students who are in need of additional support in reading.
11. Serve as an educational consultant to students, parents, and teachers. Assist administrators in the interpretation, implementation, and evaluation of educational data and programs.
12. Participate and present information at scheduled staff meetings and serve on educational committees as assigned.
13. Schedule periodic conferences with parents of individual students as appropriate or as assigned.
14. Help to build Reading and Math resources as well as a place to house these resources.

15. Help promote reading initiatives such as 600 minutes for Great America, Slammers Reading, and Young Author's etc.
16. Perform other duties within the scope of employment as assigned by the appropriate administrator.

**STANDARDS:**

In addition to the "Standards of the Classroom Teacher":

Professional Responsibilities

- A. Confer with classroom teachers as well as teams to determine needs in regards to reading.
- B. Be an active member of the Building Level Team.
- C. Stay updated on current research and recommended practice through additional courses, workshops, seminars, institutes, or other in-service.

Approved: 11/19/12