



Job Description: K – 2nd Grade Reading Interventionist

Job Status: Full Time

Reports to: Division Head

Schedule: School year and Two Weeks in the Summer

Summer duties: Professional Development & Preparation for Upcoming Year

Position Summary

The reading interventionist is a valuable part of the St. Paul's teaching team. He or she works closely with the kindergarten through second grade teachers and division heads as well as the first through fourth grade learning specialist to ensure students who need additional reading support receive appropriate intervention.

Major tasks & duties

- Provide remedial reading support to individual students and small groups in grades K – 2.
- Assist teachers in assessing student needs through observation and screening of children.
- Communicate with parents regarding progress of students on case load.
- Serve as a resource for parents and teachers regarding reading intervention and services
- Make referrals to outside individuals and/or agencies as needed.
- Provide pre-diagnostic reports when making a formal referral.
- Help provide testing accommodations for students.
- Work with Speech and Occupational Therapists in monitoring referral student progress.
- Teach chapel lessons and integrate the life skills into the curriculum. Be an active participant and role model during all chapels.
- Work individually with students, specialists as needed, parents, colleagues and administrators to develop and implement the best instructional approaches for young children.
- Clearly and timely communicate with colleagues and parents both in writing and face to face as needed.
- Collaborate with parents and be available to meet with them as needed.
- Order and maintain appropriate supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Set an example of intellectual curiosity, critical thinking, life-skills, self-motivation and self-discipline.
- Model competence, personal responsibility and respect for others in every aspect of the job.
- Meet regular and predictable attendance requirements, including attending division and all school meetings, division and all school chapels, professional work days, and admissions related events.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom whether it's at special events, sporting events, or in other venues.

Minimum qualifications

- Masters preferred
- Teaching credentials and experience in a school setting
- Additional training and certification in reading intervention methods
- Training in and experience with phonics instruction, phonemic awareness instruction, multi-sensory, structured literacy programs

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

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Position Benefits

St. Paul's offers a salary and benefits package that is highly competitive when compared with regional public, parochial, and independent schools. Benefits include health, dental, and vision insurance, 80% tuition remission for faculty K-8 children (25% for early childhood), a generous 403(b) retirement plan, ongoing professional development opportunities, and free lunch.

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