READING SPECIALIST

Definition:

Under the supervision and direction of the assigned Student Program Director, the Reading Teacher will assist in assessing student reading performance and provide/coordinate supplemental reading instruction in response to assessment results; Provide specialized reading intervention and instruction to students; Assist in the development, implementation and adaptation of the reading content curriculum and coach and assist the classroom teachers in these areas. The Reading Teacher will participate in committees, as assigned, for the design of reading instruction and intervention.

Distinguishing Characteristics:

- Demonstrates knowledge of the California State Standards in the assigned teaching area.
- Broad background, extensive knowledge and practical application of principals, practices, methods and strategies applicable to students with barriers to academic success.
- Strong assessment skills in the assigned teaching area.

Supervision Exercised and Received:
General direction is provided by Directors for the Student Services and Accountability Division.

Examples of Duties and Responsibilities:
Duties and Responsibilities may include, but are not limited to, the following:

- Regularly assess student performance and use this data to plan instruction.
- Maintain an effective system of monitoring student progress.
- Teach/coordinate small group reading instruction and other related program services to students in grades K-12.
- Assist the classroom teachers in diagnosing student reading problems, and with evaluating the academic progress of pupils referred for additional instruction.
- Assess all new students using approved tools to determine eligibility and the instructional needs for students in reading.
- Analyze data and use curriculum purchased for targeted intervention to increase academic achievement for identified students.
- Assist the classroom teacher in administering and scoring of standardized tests as needed.
- Maintain an organized program of instruction based on effective long range plans.
- Exhibit evidence of effective lesson plans
- Prepare intervention materials to use with students not meeting grade level standards and share this material, including training with grade level teachers.

- Utilize a variety of appropriate materials and resources.
- Assist and coach the classroom teachers with the selection and implementation of the differentiation curriculum materials for reading.
- Act as a resource to general classroom teachers by assisting them in selecting materials, suggesting teaching techniques, relating the instructional program to special needs of pupils receiving additional instruction in reading, and may coach and model effective approaches and strategies for the teachers.
- Maintain records of progress for each pupil and prepare required reports.
- Maintain accurate reports, records and files on individual students.
- Maintain an effective classroom learning environment.
- Follow Superintendent and school policies and regulations.
- Ensure a safe and healthful environment for all students, adhering to all applicable laws, codes and County Office policies.
- Assist with parent notification, training nights and involvement in school programs, as assigned.
- Attend meetings of the site and School Site Council as requested.
- Maintain effective working relationships with parents, school personnel and other agency staff.
- Work cooperatively with school and district staff.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- California State Standards in the assigned teaching area.
- Knowledge of and experience with successful educational interventions for severely handicapped students desired.

Ability to:

- Organize, prioritize and deliver a variety of instructional strategies.
- Differentiate instruction to meet the needs of students of varying abilities.
- Expresses ideas and concepts clearly and concisely in both oral and written form.
- Establish and maintain cooperative working relationships with students, teachers, staff and parents.
- Ability to build positive relationships with staff, students and parents.
- Must be highly organized and an effective communicator.
- Maintain professional appearance and a high level of flexibility.
- Must be able to adapt to sharing workspace.

Education and Experience:
Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor's Degree from an accredited college or university.
- Masters Degree in education preferred.

- Advanced training in reading instruction and reading intervention is desired.

Experience:

- Three (3) years of successful classroom teaching (preferably at more than one grade level) is desired.
- Experience working with a wide range of age groups and handicapping conditions is preferred.

Credentials:

- A valid California Multiple Subjects Teaching Credential or
- A valid California Single Subject-English credential is required.
- A Reading and Literacy added authorization and/or a Reading and Literacy Leadership Specialist is preferred.
- English Learner Authorization (ELA) is required.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
- Proof of TB test will be required upon employment.
- Must pass a pre-employment physical prior to employment. Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential job duties with or without reasonable accommodation.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- A mandatory employment disclose by all former employers for the AB2534 must be completed prior to employment.

Other

- Adopted: May 2025
- Bargaining Unit: ASCOE
- Approved by: Leadership