



Reading Specialist

Position description: Under the direction of the principal, the responsibilities of the position fall into two categories. As an instructor, the reading specialist is responsible for providing direct instruction to learners, individually or in small groups, to enable learners to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive literacy program through coaching, supporting, and guiding learning facilitators in best practices for literacy instruction.

Direct instruction of students

(no more than 50% of the reading specialist's time shall be devoted to this category)

- Provide direct instruction in the areas of reading and writing for identified groups and individual learners, with an emphasis on emergent, beginning and transitional readers

Literacy Leader

(at least 50% of the reading specialist's time shall be devoted to coaching to include, but not limited to co-teaching, facilitation of instructional strategies, modeling, observing and providing feedback)

- Identify literature for use in all content areas in support of the curriculum
- Provide curriculum support and training for all learning facilitators and continuous staff development that supports school initiatives
- Model and coach instructional methods in a variety of settings and provide follow-up support
- Collaborate with and coach learning facilitators on the use of assessment data to analyze and plan for future literacy needs
- Select instructional materials to meet learners' needs
- Participate in collaborative instructional planning
- Assess learners using a variety of measures to determine appropriate placement and specific instructional needs
- Conduct classroom visitations and provide feedback to learning facilitators and administrators on the current literacy program

- Maintain an organized system and accessible location for the storage and circulation of reading and writing materials
- Maintain a comprehensive inventory of instructional materials and resources
- Assist with the planning and delivery of parent workshops and informational sessions involving the language arts program
- Participate in parent conferences and provide instructional suggestions
- Perform other duties as assigned

Minimum Requirements:

- Bachelor's Degree; or Master's Degree preferred
- Three years of classroom experience in which reading was the primary responsibility.
- Child Abuse, State Police, and FBI Fingerprint Clearances (Current within the last year)
- Reading Specialist Certification required
- Proficient with Microsoft Office (Word, Excel and Powerpoint) and Googledocs
- Ability to infuse technology into curriculum
- Must be able to work effectively with both Learning Facilitators and Administrators

Reports to: Principal/CAO

Part time: 10 months