

READING SPECIALIST JOB DESCRIPTION

Qualifications:

1. Bachelor's Degree or higher degree with major in assigned area.
2. A valid reading specialist certificate.
3. A minimum of three years teaching experience.
4. Demonstrates a commitment to ongoing education/continuing professional development.

Reports to: Building Principals

Job Goals:

To provide leadership, coordination, collaboration, and innovation in reading curriculum and instruction, so that each student may drive maximum benefit from the K-8 reading curriculum.

Performance Responsibilities:

Advisory

1. Observes disabled readers in the classroom, upon teacher's request.
2. Assists classroom teachers in the diagnosis of students and collaborates in planning the instructional strategies.
3. Assists in the selection of appropriate materials utilized by the classroom teacher for corrective measures.
4. Provides demonstrations of new methods and materials (i.e. team teaching)
5. Interprets and disseminates results of the third grade comprehension test to third and fourth grade teachers.

Developmental Reading

1. Develops and implements a remediation plan for non-EEN students who have third grade comprehension test results identified as basic or minimal.
2. Utilizes the Reading Recovery method of intervention and instruction for primary students, particularly in grade one.
3. Is responsible for maintaining the literature collection.
4. Plans and conducts periodic evaluations to assess the need for changes in the reading program.

Curriculum

1. Plans and develops special reading projects as approved or provided.
2. Serves as a resource to the board and administration in areas of reading instruction and curriculum.
3. Provides leadership in the development and implementation of the K-8 reading program.
4. Ensures that reading is a component of the K-8 Language Arts.

Remediation

1. Assesses the reading referrals of parents/guardians, teachers, and support staff.
2. To provide for remedial instructional needs of students K-8 through collaboration with CMC staff, occasional small group instruction and staff development in content area reading strategies.

Terms of Employment: Regular Professional Teacher Status.

Evaluation: Performance will be assessed annually by the principal(s).

Legal Ref: Section 118.01(3), Wis. Statutes

Adopted: June 20, 1983

Revised: March 16, 1998

Revised: November 16, 1998