



**Job Title:** Reading Specialist PK-8      **Wage/Hour Status:** Exempt  
**Reports To:** Assigned School Principal      **Pay Grade:**  
**Dept. /School:** Assigned Campus      **Date Revised:** July 19, 2011

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**Primary Purpose:**

Serves as intervention specialist for struggling readers, this includes students with dyslexia. Assist teachers with instructional methodologies.

**Qualifications:**

**Education/Certification:**

1. Master's degree REQUIRED; a degree in Reading or Education with a specialization is PREFERRED.
2. Must have completed at least one of the following:
  - Master Reading Teacher (MRT) certification, *or*
  - Reading Specialist Teacher certification, *or*
  - Academic Language Therapist certification, *or*
  - Reading Recovery certification, *or*
  - 18 hours of college reading coursework.

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction framework for reading; ability to organize and coordinate district initiatives and programs for special needs of students; knowledge of Response to Intervention (RTI), Section 504 and SpEd processes and implementation protocol; strong communication and team-building skills; ability to deliver professional development to teachers.

**Experience:**

Minimum three (3) years experience as a teacher required in associated grade level(s), i.e., Elementary PK-4; Intermediate, 5-6; Middle, 7-8.

**Major Responsibilities and Duties:**

**Program Management and Instructional Strategies:**

1. Attend scheduled meetings with ELA Program Coordinators.
2. Attend staff development, disseminate information and serve as a trainer of teachers during District workshops.
3. Model reading lessons, strategies and effective classroom management.
4. Meet with teachers on a regular basis to document Response to Intervention and Accelerated Reading strategies and processes being used with struggling students.
5. Serve on District committees to update/revise curriculum content and guides.
6. Conduct ongoing assessments of student achievement through formal and informal testing.

7. Be a positive role model for students; support mission of school district.
8. Assist in selection of books, equipment, and other instructional materials.

**Communication:**

9. Conduct conferences with parents, students, principals, and teachers, as necessary.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Some District-wide travel.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*