



**Job Title:** Reading Specialist, 9-12                      **Wage/Hour Status:** Exempt /187 days  
**Reports To:** Secondary Language Arts Coordinator   **Pay Grade:** Teacher  
**Dept. /School:** High School Campuses                      **Date Revised:** July 21, 2011

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**Primary Purpose:**

Serve as intervention specialist for struggling readers, which includes students with dyslexia.  
Assist teachers with instructional strategies.

**Qualifications:**

**Education/Certification:**

Master's degree and specialized training in reading instruction required. Must have at least one of the following: Master Reading Teacher certification, Reading Teacher certification, Academic Language Therapist, Reading Recovery, or 18 hours of reading coursework

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction framework for reading; dyslexia assessment, identification, and instruction; 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 teambuilding skills, able to deliver professional development to teachers

**Experience:**

Minimum three (3) years experience as a secondary teacher

**Major Responsibilities and Duties:**

**Program Management and Instructional Strategies:**

1. Attend scheduled meetings with ELA Program Coordinator.
2. Attend staff development, disseminate information, and serve as a trainer of teachers during district workshops.
3. Meet with teachers on a regular basis to document Response to Intervention and Accelerated Reading strategies and processes being used with struggling students.
4. Conduct formative and summative assessments of student achievement.
5. Be a positive role model for students; support mission of school district.
6. Assist in selection of books, equipment, and other instructional materials

**Communication:**

7. Conduct conferences with parents, students, principals, and teachers as necessary
8. Compile, maintain, and file all physical and computerized reports, records, and other documents required
9. Assist students with post high school planning.

**Supervisory Responsibilities:**

None

**Working Conditions:**

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

Maintain emotional control under stress  
District-wide travel between high school campuses

*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.*