



## Reading Specialist

### Position Summary

Position is responsible for implementing a comprehensive literacy program at the assigned school. Position provides staff coaching, supporting, and guiding teachers in best practices for literacy instruction. Position conducts staff development, models lessons, conducts classroom visitations and provides feedback to teachers and administrators on the school's literacy program. Position is responsible for analyzing school literacy data and planning for future literacy needs. Position is responsible for instructing students individually or in groups to enable students to develop literacy skills.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

1. Coordinates the school's reading program across disciplines.
2. Assists administrators and teachers at the assigned school in the implementation of a comprehensive literacy program.
3. Facilitates the school's literacy team to implement a support framework for student achievement in literacy and to review the reading progress of students.
4. Collects and facilitates the review and use of school literacy data to guide instruction and plan for student needs.
5. Demonstrates literacy lessons to teachers in classrooms and workshop settings.
6. Observes literacy lessons and provides feedback to teachers to improve literacy instruction at the school, including planning for ongoing monitoring and support.
7. Provides individual and/or small group instruction to meet the needs of students.
8. Interprets the abilities and disabilities of students and works cooperatively with classroom teachers who have these students in classes.
9. Assists with screening, evaluating, and recommending interventions for students reading in the lower quartile.
10. Completes reports, collects data, and provides information for program monitoring as requested.
11. Confer with parents/guardians regarding the English reading and writing performance of students.
12. Participates in writing and monitoring the implementation of the curriculum.
13. Participates in the construction and selection of literacy assessments.
14. Selects, requisitions, and maintains books, instructional materials, and instructional aids.
15. Models non-discriminatory practices in all activities.

### Other Duties

- Attends staff development programs, curriculum development meetings, and other professional activities.
- Keeps abreast of developments, research, and new technology in the field.
- Performs any other related duties as assigned by the school principal or other appropriate administrators.

### Qualifications, Education and Experience

- Must possess a Master's degree and be eligible for a Virginia Teaching License with an endorsement as a Reading Specialist.
- Must have completed at least three years of successful teaching experience.
- Must possess effective instructional delivery techniques and excellent communication skills.
- Must possess knowledge of the needs of students requiring remedial reading instruction.
- Must possess an in-depth knowledge of instructional best practices and adult learning theory.
- Must possess the ability to establish and maintain effective working relationships with school colleagues, school administrators, parents and students.