

JOB DESCRIPTION

Ready to Read; Learn to Read; Reading to Learn; Strategic Reading

TITLE

Reading Specialist: Literacy Coordinator

POSITION TYPE

Exempt

PRIMARY FUNCTION

The Reading Specialist is expected to implement and monitor the school and the division's Title I Program and work at the secondary level to sustain the division literacy plan. The Reading Specialist will work directly with teachers to provide classroom-based demonstrations and one-on-one support that facilitates teacher inquiry and encourages related professional development.

The Reading Specialist will focus on enhancing teachers' ability to provide relevant and rigorous instruction that builds students' capacity to learn to read and read to learn. This individual will also work with administrators and teachers to collect and analyze data, interpret, and use it to guide instructional decisions.

The Reading Specialist is responsible for developing, leading, and evaluating a school reading program, from kindergarten through grade 12. The coordinator may assume some of the same responsibilities as the literacy coach, but in addition have responsibilities that require him/her to work more with systematic change at the division level. This individual needs to have experiences that enable him/her to work effectively as an administrator and to be able to develop and lead effective professional development programs.

QUALIFICATIONS

- Bachelor's Degree (Master's *preferred*)
- Virginia teaching license with a Reading Specialist endorsement, and Administration and Supervision PreK-12.
- Training as Reading Recovery Teacher and Orton-Gillingham instructional approaches preferred.
- Ability to work collaboratively with colleagues and supervisors.
- Ability to monitor academic and social behavior of students.
- Ability to move about in room to monitor students and check work in classrooms with varied seating and desk organization patterns.
- Ability to prepare required written reports

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough understanding of the teaching and learning process;
- Ability to provide instruction that reflects multiple perspectives and multicultural education;
- Ability to infuse technology into curriculum;
- Knowledge of the needs of students requiring remedial reading instruction;
- Knowledge and use of adult learning theories to guide and train teachers in effective techniques and strategies;
- Ability to work effectively with administrators, colleagues, central office, school based staff, students, parents and community;
- Ability to use diagnostic data to tailor instruction to meet the needs of the student(s);
- Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students; and
- Demonstrates excellent organizational, communication, and human relations skills.

REPORTS TO

Director of Teaching Learning and Accountability

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the Title I reading intervention program at the elementary school and works with secondary level staff to sustain reading strategies and teach strategic reading skills.
- Serves as a resource in the area of reading for paraprofessionals, teachers, administrators, and the community.
- Works cooperatively and collaboratively with other professionals in planning programs to meet the needs of diverse populations of learners.
- Provide curriculum support and training for all teachers and continuous staff development that supports school division initiatives.
- Model and coach instructional methods in a variety of settings (whole group and small group) and provide follow-up support.
- Collaborate with and coach teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs
- Select instructional materials to meet student needs.
- Participate in collaborative instructional planning.
- Assess students using a variety of measures to determine appropriate placement and specific instructional needs.
- Conduct classroom visitations and provides feedback to teachers and administrators on the school's 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 as needed.
- Remain grounded in content standards and objectives in order to facilitate integrated and concept based instruction.
- Models non-discriminatory practices in all activities.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

210 days a year. Salary according to School Board Pay Plan.

EVALUATION

Performance of this job will be evaluated in accordance with school board policy and administrative regulations regarding the evaluation of licensed personnel.

APPROVED BY SUPERINTENDENT

May 1, 2017

JOB DESCRIPTION PREPARED BY

Director of Human Resources, CCPS

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Print Your Name _____ Signature _____ Date _____

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time. (Updated: August 28, 2018)

Charles City Public Schools assures equal employment opportunities an equal education educational opportunities for employees and students required by federal and state orders and laws. Reasonable accommodations may be made to enable individuals with duties to perform essential duties.



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