

**School Administration****Supportive Administration and Supervisory Personnel****Reading Specialist – Job Description****Qualifications:**

1. Wisconsin Department of Public Instruction Certification #317.
2. Minimum of five years of teaching experience in a K-12 setting.
3. Demonstrated exceptional communication skills.
4. Demonstrated ability to act as a consultant/resource person as well as instructor of students with needs in acceleration, correction or remediation of reading/language arts skills.

**Reports To:** Director of Curriculum and Instruction

**Performance Responsibilities:****A. District Leadership**

1. Serve as a resource to the K-12 reading/language arts teachers.
2. Provide leadership and support in teaching and integrating reading/language arts skills in all content areas.
3. Provide leadership and support in the development and implementation of the K-12 reading/language arts program.
4. Serve as a resource person for administrators, classroom teachers, remedial/Title I reading teachers, media center personnel, parents and students to improve the instruction of reading/language arts.
5. Lead and facilitate literacy team efforts.

**B. Instructional Responsibilities**

1. Provide instruction to students in grades K-3 who are experiencing difficulties with reading and address specific reading/writing needs within multiple contexts.
2. Provide reading enrichment to students reading above grade level as needed.
3. Model and demonstrate lessons within classrooms that improve students' literacy performance.
4. Complete individual student assessments as needed or per administrator request using district assessments.
5. Interpret assessment data and implications for instruction

**C. Communication**

1. Communicate to the building principal any reading/language arts program concerns.
2. Provide assistance when requested by:
  - a. Participating in parent conferences.
  - b. Answering parent concerns in formal and informal settings to encourage support for their child's reading/language arts development.
  - c. Provide suggestions for reading/language arts activities.
  - d. Serving as a resource to promote parental support of the reading/language arts program goals.

**D. Staff Development**

1. Provide district staff development in reading and writing
2. Facilitate study groups as the need arises.
3. Promote professional development in reading/language arts.

**E. Other Responsibilities**

1. Participate in department, staff, and curriculum meetings.
2. Performs other duties as assigned by Superintendent, Administration, or as appropriate to the job assignment.

**Policy Approved:                    March 18, 2013**

**Policy Revised:**