



Reading Specialist

FLSA Status:

Exempt

Qualifications:

Desire to continue career improvement by enhancing skills and job performance
Minimum of Bachelor's Degree

Certification and Licenses:

Missouri State Teaching Certificate
Reading Specialist Certificate preferred
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

Certified

Experience:

Minimum 3 years teaching experience

Reports to

Building Administrator

Terms of Employment

Teacher contract days with benefits according to Board policy.

Purpose Statement

Provides support to the instructional process by serving as a teacher with specific responsibility for instructing reading students within the classroom and other assigned areas; developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parent or guardians regarding instructional program and student progress. Facilitates the Reading 180 program, services and activities.

Essential Job Functions

- Abides by Missouri statutes, school board policies and regulations.
- Upholds school rules and administrative regulations.
- Attends meetings and performs duties as assigned by administrators or supervisors.
- Participates in faculty, grade level and subject area committees and sponsorship of student activities.
- Maintains training as required for program implementation.
- Participates in new learning to remain current in the Science of Reading.
- Maintains a cooperative relationship with staff, students, and community.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
- Creates an environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Uses and shares data to determine eligibility for services and instructional courses of action.
- Creates and implements a positive classroom environment.
- Manages and maintains an orderly and safe classroom.
- Communicates with administrators, parents, students, and staff members.

- Communicates with parents through conferences and other means to discuss student's progress and interpret school program.
- Understands students on an individual level and differentiates instruction based on student needs, and through reinforcing reading objectives.
- Administers a variety of Read 180 specific tasks (e.g. Lexile Reading Test, developmental testing programs, subject specific assessments, etc.) for the purpose of identifying needs, assessing student development and/or developing individual learning plans.
- Maintains Read 180 program components (e.g. setting up equipment, preparing appropriate materials for presentations, files and records, etc.) for the purpose of providing information, direction, and/or documentation of meetings and events.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of classroom goals and individual student plans.
- Supervises students in out-of-classroom activities during the assigned working day.
- Supports the total school program by observing curricular and extra-curricular student activities.
- Exhibits dependability and punctuality in assigned duties.
- Strives to achieve the objectives and expectations of the Educator Performance Improvement Cycle.
- Displays appropriate personal and professional traits that exhibit a positive role model for students (Pirates ROCK)
- Employs a variety of effective instructional strategies consistent with lesson objectives that meet the individual needs, interest, and abilities of the students.
- Recognizes the teacher responsibility for monitoring student progress and adjusting instruction accordingly.
- Meets and instructs assigned classes in the locations and at the times designated.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
- Encourages students to set and maintain standards of classroom behavior.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Successful passing score on Praxis II examination.
- Performs basic computer functions such as word processing and internet use.
- Uses district software for recording grades and finding student information.
- Utilizes smart boards, projectors and other instructional technology provided by the district.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Teachers will teach reading comprehension and six trait writing.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Participates as a member of an IEP team, 504 team or other student assistance team as requested.
- Prepares lesson plans for use by a substitute teacher.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Adheres to good safety practices.

- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements, stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.