

## **READING SPECIALIST (K-5 Elementary)**

### **GENERAL RESPONSIBILITIES**

Under the direction of the principal, the responsibilities of the position fall into two categories. As a teacher, the reading specialist is responsible for providing direct instruction to students, individually or in small groups, to enable students to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive literacy program at the assigned school through coaching, supporting, and guiding teachers in best practices for literacy instruction.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### ***DIRECT INSTRUCTION OF STUDENTS***

*(No more than 50% of the reading specialist's time shall be devoted to this category.)*

- Provide direct instruction in the areas of reading and writing for identified groups and individual students, with an emphasis on emergent, beginning, and transitional readers.

#### ***LITERACY LEADER***

*(At least 50% of reading specialist's time shall be devoted to coaching to include, but not limited to, co-teaching, collaboration, facilitation of instructional strategies, modeling, observing, and providing feedback.)*

- Identify literature for use in all content areas in support of the curriculum.
- 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
- Provide ongoing training and follow-up in the use of assessment tools.
- 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.
- Serve as a liaison between the school and the Department of Curriculum and Instruction by attending meetings and disseminating information.
- 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.
- Remain grounded in content standards and objectives in order to facilitate integrated and concept based instruction.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of VBCPS curriculum and techniques for integrating curriculum, VBCPS policies and effective instructional practices; knowledge of the needs of students requiring remedial reading instruction; 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; ability 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); excellent organizational, communication, and human relations skills.

**EDUCATION AND EXPERIENCE**

Must possess a Master’s degree and be eligible for a Virginia Teaching License with an endorsement as a Reading Specialist. Three (3) years of successful classroom teaching experience in which the teaching of reading was the primary responsibility, required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid Virginia Driver's License

FLSA status: Exempt	Description: 2/11
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