

## **New Berlin CUSD #16**

### **JOB DESCRIPTION**

Position Title: Reading Specialist

- Qualifications:
1. Teaching certificate for the particular position as required by the Illinois State Board of Education.
  2. Professional image, actions, communications and working relationships are required at all times.
  3. Excellent written and oral communication skills and strong computer skills.
  4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
  5. Develop and maintain solid relationships with students in order to support them socially, emotionally, academically, and physically.

Department: Building Personnel

Location: Elementary School

Reports to: Building Principal and/or Assistant Principal

FLSA Class: Exempt

Revised Date: 05/03/23

**Job Goal:** This position provides direct instruction to students, individually or in small groups, to enable students to develop the necessary literacy skills.

#### **Performance Responsibilities:**

1. Provide direct instruction in the areas of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension) and writing for identified groups and/or individual students.
2. Examines MTTs data to measure reading success for all student as well as placing students in groups to provide intervention services.
3. Plans and leads data meetings with grade levels to analyze data, identify progress, determine intervention groups, and intervention programming.
4. Establishes clear objectives for all lesson using formal and informal assessment data obtained from students.
5. Prepares weekly one-to-one and small group reading lessons by selecting and using materials appropriate for each student and lesson.
6. Maintains session records on each student to include anecdotal notes, attendance, and intervention type.
7. Assists with conducting individual and school wide assessments in order to evaluate levels and targeted interventions.
8. Collaborates with teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs.
9. Serves as a member of the Problem Solving Team as appropriate.
10. Completes progress reports on each student served.
11. Communicates with parents and teachers regarding student progress.
12. Assists with proctoring state testing.

13. Provides curriculum support and training for all teachers and paraprofessionals that supports school improvement initiatives.
14. Provide ongoing training and follow-up in the use of assessment tools.
15. Plan and deliver parent workshops and information sessions involving the reading program.
16. Participate in parent conferences and provide instructional suggestions.
17. Maintains accurate, complete, and correct records as required by law, ISBE Regulations for Title Grants, district policy, and administrative regulations.
18. Attends staff meetings, accepts committee appointments and the responsibility for working with other staff members on projects concerned with the improvement of the total school program.
19. Maintains a professional relationship with fellow staff that encourages sharing, planning and working together toward improved instructional skill and student success.
20. Keeps abreast of current research and developments in the fields of curriculum and instruction.
21. Engages in opportunities for professional development in order to stay current.
22. Demonstrates professionalism towards both students and colleagues.
23. Adheres to school and district policies and procedures and remains willing to work to improve these guidelines.
24. Performs all other duties reasonably related to position as may be assigned by the Principal and/or Assistant Principal.

TERMS OF EMPLOYMENT: Work days, salary and benefits are determined by teacher contract.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of professional personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: \_\_\_\_\_

Date: \_\_\_\_\_