

THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Position Title: **Reading Specialist**

Qualifications:

1. Demonstrated ability to organize individuals and groups for the purposes of providing reading support in language arts programs.
2. NJ Certification as Reading Specialist or other acceptable endorsement
3. Highly Qualified according to NCLB standards and the assignment.
4. Outstanding communication and interpersonal skills.
5. Ability to work on site when required.
6. Demonstrated aptitude or competence for assigned responsibilities.
7. Required criminal background check & proof of U.S. citizenship or legal alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Building Principal or designee,

Job Goal: The reading specialist acts as a teacher/coach to staff as well as a direct instructor of students with identified needs in order to accelerate, correct or remediate reading/language arts skills.

Supervises: Does not supervise.

Performance Responsibilities:

1. Provide leadership and support for integrating quality reading/language arts skills in all content areas,
2. Provide instruction and motivation to students who are experiencing difficulties with reading and address specific reading/writing needs across the curriculum, 3. Provide reading enrichment to students reading above grade level as assigned, 4. Model and demonstrate lessons with classrooms that improve students' literacy performance, 5. Complete individual assessments for students as needed, 6. Interpret assessment information into implications for instruction and prepare a written report for the student's cumulative records, 7. Attend meetings and professional development sessions at the district or state level, and bring information and ideas for curriculum revision back to the district teams to share with teachers and assist them in understanding mandates, 8. Participate in parent conferences and respond to parent concerns in order to encourage support for their child's reading/language arts development, 9. Assist in focusing professional development activities on appropriate research-based practices, 10. Assist with school-based staff development plans with in-service days and/or summer workshops. Sessions may include demonstrations of classroom strategies, small-group and individual mentoring/peer coaching sessions, assessment of student progress, and data interpretation, 11. Work with the building administrators to ensure that the literacy strategies learned in workshops are used effectively during classroom instruction and reflected when appropriate in student IEPs, 12. Support Teachers in using Appropriate Strategies, 13. Collaborate with teachers of all subjects to develop effective instructional strategies to implement NJCCCS (New Jersey Core Curriculum Content Standards) in literacy across all content areas, 14. Assist teachers in differentiated instruction by matching and modifying instructional activities and goals with student characteristics and needs, 15. Study, evaluate, and recommend new instructional materials, methods, and programs, 16. Engage in actively advocating, promoting and securing the rights of all persons, with particular reference to the educational enterprise of which he/she is a part, 26. Review and provide services which conform to state laws, district objectives and board policies; 21. Assume other related responsibilities and duties within the context of the above performance responsibilities.

Terms of Employment: Salary as determined by the Board and the MEA contract..

Evaluation: Performance of this work will be evaluated annually by the superintendent or designee.

ESTABLISHED: 11/2005, Revised 7/16/2009