

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: TITLE 1 READING SPECIALIST

Position Type: Exempt	Supervises: Classroom, Students, and Volunteers
Salary Schedule: Certified Salary Schedule	Reports to: School Principal
Term of Employment: Certified Calendar	Approved by: Human Resources
FTE: 1.0	Date: 2/01/2016

We are creating excellent schools where there is a laser-like focus on the Essential Elements of instruction and moving each student to the next academic level.

POSITION SUMMARY:

To provide specialized reading instruction and intervention as well as interact and provide support to colleagues in the area of literacy instruction; to provide a good literacy foundation for elementary education and future success; to establish good relationships with parents and other staff members.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Provides and supports strategic reading interventions to meet the instructional needs of identified learners;
- Serves as a resource to classroom teachers in the area of literacy and interventions;
- Trains and assists teachers in the use of assessment data and analysis of reading errors to inform instruction;
- Serve as a site leader for reading interventions;
- Assists school leadership team in analyzing and determining literacy needs specific to student population and school staff;
- Collaborates with Achievement Teacher in the implementation of DIBELS Next and other district identified literacy assessments;
- Teaches district approved curriculum using District approved resources;
- Develops lesson plans with instructional material and provides individualized, small group instruction to adapt the curriculum to the needs of each pupil;
- Translates lesson plans into developmentally appropriate learning experiences;
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of student behavior to achieve an effective learning atmosphere;
- Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports;
- Identifies student needs and makes appropriate referrals and develops strategies for individual education plans;
- Remains available to students and parents for education-related purposes outside the instructional day;
- Plans and coordinates the work of teacher aides, parents and volunteers in the classroom;
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student;
- Complies with all rules, regulations and policies of the Governing Board.
- Other job related duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION:

- Valid and Proper Arizona Certification
- Reading Specialist Endorsement

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Specialized knowledge of scientifically based reading research;
- Ability to model and articulate research- based best practice in reading instruction;
- DIBELS Next trained or willingness to be trained;
- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB TITLE: READING SPECIALIST

- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream