



Littleton Elementary School District Position Description

TITLE: Reading Specialist

CLASSIFICATION: Exempt

REPORTS TO: Director of Curriculum

GENERAL STATEMENT OF RESPONSIBILITIES: To design and deliver effective intervention lessons to improve student learning and performance in ELA.

PRINCIPLE DUTIES: (Essential Duties & Responsibilities)

- Designs and implements effective student intervention lessons and ensures that instructional decisions are based on data analysis
- Frequently monitors progress of students receiving intervention services in order to adjust instructional practice and student grouping
- Communicates and collaborates with classroom teachers about alignment between classroom instruction and intervention
- Continues personal professional development
- Serves as a member of campus and district committees
- Maintains appropriate confidentiality of information
- Maintains accurate records and supporting data, including teacher and student contact logs
- Maintains a high level of ethical behavior
- Perform other duties and responsibilities as assigned or requested

KNOWLEDGE AND SKILLS REQUIRED:

- Solving problems and resolving conflicts with students and adults
- Working knowledge of five core areas of reading instruction
- Using computer and related software to prepare reports and documents related to intervention.
- Ability to analyze and interpret data and generate reports
- Communication, interpersonal skills as applied to interaction with students, coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction.
- Arizona State Law and District policies and procedures
- Human growth and development
- Effective classroom management strategies and discipline methods

PHYSICAL REQUIREMENTS: Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

QUALIFICATIONS:

Valid Arizona certification including a reading endorsement. Minimum of five years of successful experience as a classroom teacher.

Proficient in the essential elements of instruction.

Knowledge and experience in leadership and staff development skills.

Knowledge and expertise in integration of curriculum and instruction.

Knowledge and expertise in ELA AZ Common Core Standards.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REQUIRED LICENSE/CERTIFICATION: Arizona Teacher Certification, Reading Endorsement;
MA Degree in the Field of Education preferred; Valid AZ Fingerprint Card