**GENERAL RESPONSIBILITIES**

Coordinate the implementation of a comprehensive literacy program at the assigned school through coaching, supporting, and guiding teachers in evidence-based literacy and science-based reading instruction.

**ESSENTIAL TASKS**

* Supports the district’s reading program across disciplines.
* Develops and oversees implementation of student reading plans.
* Monitors student reading plan progress.
* Coaches teachers in literacy instruction through observing classroom reading instruction, providing model lessons, and regularly meeting with teachers to evaluate student progress.
* Provides leadership in the fields of science-based reading and evidence-based literacy instruction.
* Conducts staff development for teachers.
* Analyzes achievement and assessment data; identifies patterns within individual classrooms; provides feedback to teachers and administrators; recommends and plans professional development to implement needed changes for improvement.
* Teaches reading and writing that supports classroom instruction to designated students.
* Assists teachers with assessments throughout the year.
* Maintains accurate records to demonstrate student growth.
* Works collaboratively with colleagues.
* Participates in state and local professional development and training sessions.
* Attends required school and district meetings as appropriate.
* Completes all necessary reports.
* Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must have experience in reading and language arts programs. Excellent organizational, communication, public relations, presentation, and technology skills are essential.  Must have knowledge of teaching techniques, instructional materials, evidence-based literacy instruction and science-based reading instruction.  Must have expertise in the knowledge, skills, and processes necessary for teaching oral language and in developing students’ phonemic awareness/phonological association skills.  Must have an understanding of varying degrees of learning disabilities, the needs of the students, and strategies to challenge them at appropriate levels.  Demonstrates the ability to work effectively with administrators, colleagues, central office, and school-based staff and students.

Must have demonstrated expertise in educational measurement and evaluation.   Must have the ability to provide instruction and advice to teachers in the skills necessary to teach reading. Familiarity with reading and writing assessments. Knowledge of current research and best practices in the field of reading.

**EDUCATION AND EXPERIENCE**

Postgraduate Professional License with endorsement as a Reading Specialist, completion of state mandated training, and a minimum of three years of recent successful experience as a teacher.

**PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling,

reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**WORK ENVIRONMENT**

Primarily controlled temperature and clean classroom environment.