



**Henrietta Independent School District**

**All IN FOR EXCELLENCE**

76365

**Mailing Address**

1801 E Crafton

Henrietta, TX

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**Job Title:** Dyslexia Specialist

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Principal

**Date Revised:** 05/07/2026

**Dept./School:** Elementary School

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## Primary Purpose:

Provide students identified with dyslexia and other related learning difficulties an individualized, intensive, multisensory, phonetic instructional program that includes a variety of writing, spelling, and reading components. Provide students the opportunity to make significant gains in reading and develop competencies and skills to function successfully in society.

## Qualifications:

### **Education/Certification:**

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements for assignment

### **Special Knowledge/Skills:**

- Knowledge of reading, writing, and spelling instructional strategies
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individualized Education Plan (IEP) goal setting process and implementation
- Ability to assess students for dyslexia
- Ability to analyze, interpret, and use student data
- Strong organizational, communication, and interpersonal skills

### **Experience:**

- Student teaching, approved internship, or related work experience

# Major Responsibilities and Duties:

## Instructional Strategies

1. Collaborate with students, parents, and other members of staff to develop an IEP through the ARD Committee process for each student assigned.
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
4. Work cooperatively with classroom teachers to modify regular curricula as needed for students identified with dyslexia according to IEP or 504 guidelines.
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Participate in ARD Committee and 504 planning meetings on a regular basis.
7. Participate in selection of books, equipment, and other instructional media.

## Student Growth and Development

8. Conduct assessments and ongoing progress monitoring of student achievement and use results to plan instructional activities.
9. Consult district and outside resource individuals regarding education, social, medical, and personal needs of students.

## Classroom Management and Organization

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

## Other

13. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
14. Keep informed of and comply with federal, state, district, and school regulations and policies for dyslexia specialist.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
16. Attend and participate in faculty meetings and serve on staff committees as required.
17. Follow district safety protocols and emergency procedures.

## Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.