

**ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
JOB DESCRIPTION**

READING SPECIALIST

PRIMARY FUNCTION: Under the immediate direction Assistant/Associate Superintendent of Educational Services or designee, the Reading Specialist facilitates and provides leadership for the implementation of K-6 interventions and the RtI in reading programs. The Reading Specialist collaborates with grade level teachers, assesses student proficiency, evaluates student performance, provides special instruction to individuals and small groups of students with identified needs, and does other related functions as required.

DIRECTLY RESPONSIBLE TO: Assistant/Associate Superintendent of Educational Services or designee.

PRIMARY DUTIES AND RESPONSIBILITIES:

Will provide academic instruction to students who are performing below grade level and/or need to receive additional academic support.

Develop lesson plans to provide individualized and small group instruction for at risk students working below grade level.

Engage and support all students in learning in accordance with the Common Core standards.

Maintain and create an effective environment for student learning.

Organize subject matter and instructional delivery to meet the differentiated needs of students at different skill levels.

Assess and document student progress by maintaining data records that show student performance.

Participate in the preparation and facilitation of data meetings to review student progress data.

Support teachers in preparing for Student Study Team (SST) meetings and participate in them.

Analyze student data and provide targeted instruction and appropriate learning activities to support students below grade level in language arts.

Encourage students to build their reading stamina, teaching habits of good readers and utilizing PBIS.

Collaborate with teachers and other professional staff to strategize and support students working below grade level in reading.

Assess student intervention work and provide information on student progress to the classroom teacher.

Confer periodically with the principal to review progress of students and the implementation of designated interventions.

Participate in District in-service and other professional growth activities.

Attend and participate in staff and District meetings, student conferences for intervention students, back to school nights, open house, and other school-related events.

PRIMARY DUTIES AND RESPONSIBILITIES: (continued)

Provide support to staff on intervention strategies and materials available for use in the general education classroom.

Perform task and assume responsibilities as may be assigned.

MINIMUM QUALIFICATIONS

Education:

Appropriate teaching credential as required by the State of California.

Experience:

Completion of five years successful classroom teaching experience.

Knowledge of:

Knowledgeable in the area of literacy and early intervention strategies.

Demonstrate leadership, presentation and organizational abilities.

Skills for developing training materials

DESIRABLE QUALIFICATIONS

Knowledge of core curriculum design and implementation of appropriate teaching strategies Bilingual/Biliterate in English/Spanish, Reading and Literacy Leadership Specialist Credential.

PHYSICAL EFFORT/WORK ENVIRONMENT:

1. Minimal physical effort with periodic handling of light or medium weight parcels or supplies.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must must have visual acuity for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Stand or sit for long period of time or work in confined spaces.
5. Indoor work environment.
6. Operate a motor vehicle for the purpose of travel within and outside the District.
7. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgements

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CERTIFICATED WORK YEAR OF 188 DAYS

Adopted: June 2014 (Previously K-3 Intervention Teacher)

Revised: May 17, 2023