

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Reading Specialist**

JOB TITLE: Reading Specialist	LOCATION: As set by the Superintendent
IMMEDIATE SUPERVISOR: Principal	WORK SCHEDULE: 10-M - 200 Days PAY GRADE: Teacher scale
SPECIAL REQUIREMENTS: None	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: <ol style="list-style-type: none"> 1. Master’s Degree & Reading Specialist Endorsement 2. Valid Virginia elementary teaching certificate 3. Must meet highly-qualified requirements 4. Familiarity with Virginia reading initiatives, reading content, and standards 5. Familiarity with current reading assessment systems 6. Demonstrate computer literacy 7. Trained in the science of reading and experience delivering explicit, systematic instruction 8. Ability to work collaboratively with teachers and administrators 	

PERFORMANCE RESPONSIBILITIES:

- Collaborate with individual teachers through instructional coaching
- Coordinate literacy screening and data-review routines to support timely identification, intervention placement, and instructional adjustments.
- Model/co-teach evidence-based literacy instruction and support implementation fidelity of HQIM through walkthroughs, feedback, and coaching cycles (non-evaluative).
- Work in small groups and with targeted students to improve reading skills
- Co-plan and work collaboratively with exceptional education, LIEP, and classroom teachers during grade level and team meetings
- Assess and monitor student progress
- Plan effective lessons based upon targeted student’s needs and progress
- Employ a variety of instructional techniques and instructional media consistent with the needs and capabilities of the targeted students;
- Communicate regularly with staff and parents of targeted students regarding their progress;
- Maintain student records for specific reading skills and achievement;
- Strive to implement by instruction and action the district’s philosophy of education and instructional goals and objectives;
- Work collaboratively with the division level administrators and other reading specialists;
- Provide leadership and service in the diagnosis of reading and literacy problems and development of prescriptive remediation;
- Maintain inventory of specialized materials for testing and remediation;

- Prepare daily instruction and activities using the division's curriculum and resources, and show evidence of preparation upon request of the supervisors;
- Assist teachers and parents in understanding the nature of students' reading abilities and plan for intervention;
- Develop student reading plans based on diagnostic data for intervention students;
- Provide adequate reading materials for intervention students;
- Coordinate professional learning for classroom teachers and parents;
- Provide student reports of intervention to classroom teachers and parents;
- Provide diagnostic, placement, and consultation services to all classroom teachers regarding intervention and general education students

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel