



Reading Resource Teacher

Terms of Employment: 11 Months

Exemption Status: Exempt

Salary: \$58,864 - \$98,560 U11 Salary Scale

MINIMUM REQUIREMENTS

- Master's degree
- Hold or be eligible for a Maryland Advanced Professional Certificate with an endorsement in Reading
- Five (5) years satisfactory teaching experience
- Demonstrated knowledge of appropriate instructional and curricular methodologies
- Knowledge of Best Practices in Teaching Reading, preferred
- Evidence of exemplary human relations skills
- Ability to speak and write effectively
- Demonstrated ability to retrieve and analyze data in the warehouse
- Demonstrated ability to work effectively with staff
- Demonstrated ability to plan and organize
- Commitment to the mission of Charles County Public Schools

ESSENTIAL JOB FUNCTIONS

- Serves as a liaison between the Office of Instruction and individual schools
- Works with Principal to coordinate the Reading program at the school level
- Member of the Instructional Leadership Team
- Meets with Office of Instruction Staff to receive updates on the most current information regarding accountability, content-related information, instructional methodology, and best practices related to Reading topics
- Attends ILT Professional Development meetings to discuss county and school-related instructional topics, as required
- Coordinates and monitors the total Reading/Literacy program for the school.
- Collects, records, and monitors individual progress in Reading for all students
- Examines data and works with teachers and administrators to determine placement of students for Language Arts/Reading instruction
- Improves classroom instruction and identifies students requiring academic support, through assessment and data analysis
- Provides appropriate academic support to identified students
- Plans and delivers staff development at the school level; conducts county-wide staff development as required by the Office of Instruction
- Assists with curriculum development/revision at the county level
- Provides multiple opportunities for embedded staff development throughout the school year
- Visits classrooms on a daily basis to provide non-evaluative instructional feedback to teachers
- Co-teaches and/or models Reading lessons

- Participates in content planning meetings to assist teachers with incorporating Reading strategies in the classroom
- Mentors new teachers to assist with their transition into the classroom
- Maintains a resource-rich environment for teacher access, including teacher materials, professional resources, and knowledge/expertise in Reading
- Completes other duties as assigned by the Assistant Superintendent of Instruction, Office of Instruction Staff and/or Building Principal

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

Rev. 2/2020