



## JOB DESCRIPTION Reading Consultant Specialist

### GENERAL INFORMATION

<b>Title:</b>	Reading Consultant Specialist (RCS)	<b>Union Status:</b>	CTC
<b>Work Year:</b>	183 days	<b>Reports To:</b>	Building Principal
<b>ISBE Classification/Code:</b>	200	<b>Evaluation:</b>	Annually
<b>FLSA Status:</b>	Exempt	<b>Supervisory Responsibilities:</b>	N/A
<b>Salary:</b>	<a href="#">Current Contract</a>	<b>Benefits:</b>	<a href="#">Current Benefits Information</a>

### **GENERAL RESPONSIBILITIES:**

To plan, organize and implement an appropriate literacy program in a school (pre-K through jr. high) learning environment that guides and encourages students to develop and fulfill their academic potential.

### **ESSENTIAL FUNCTIONS:**

- Displays knowledge of literacy and pedagogy with a wide range of pedagogical approaches in the discipline.
- Displays knowledge of students/skills, knowledge, language proficiency, interests, cultural heritage, special needs.
- Elicits outcomes which represent high expectation and rigor which are connected to a sequence of learning reflecting several types of learning and opportunities of coordinator with colleges.
- Effectively uses District resources to enhance content and pedagogical knowledge.
- Designs coherent literacy instruction aligning learning activities with instructional outcomes.
- Possesses strong skills to effectively support the RTI process.
- Provides appropriate and differentiated learning activities.
- Plans assessments with clear criteria and standards.
- Develops/implements formative assessments and uses results to plan for future instruction.
- Creates an environment of respect and rapport.
- Establishes a culture for learning with a genuine enthusiasm for literacy.
- Conveys high expectations for students' learning and achievement with rigorous instructional outcomes, activities, assignments, and classroom interactions.
- Promotes and encourages quality and pride in student work.
- Manages classroom procedures by organizing small group work with established procedures.
- Handles transitions with little loss in instructional time.
- Organizes a safe environment.
- Manages student behaviors where standards of conduct are clear to students.
- Is alert to student behavior and appropriately responds to student misbehavior.
- Communicates using academic vocabulary which is appropriate to the students' needs and abilities.
- Communicates the purpose, direction, procedures and explanations of instructional lessons.
- Communicates using clear spoken and written language.
- Uses questions and prompts in discussions providing adequate response time.
- Creates opportunities for discussion and engages students in those discussions.
- Provides a variety of opportunities for students to engage in literacy activities to enhance learning.
- Organizes instruction groups which are productive and appropriate to the students or to the instruction purpose of the lesson.
- Uses instructional materials and resources which are appropriate and engaging.
- Plans lessons with a defined structure where the activities are organized with an appropriate pace.
- Clearly communicates criteria and standards by which the students work will be evaluated.



## JOB DESCRIPTION Reading Consultant Specialist

- Uses data to monitor the progress of students.
- Provides timely and consistent feedback to students.
- Encourages students to self-monitor and self-assess.
- Is flexible and responsive to students and their needs.
- Accommodates students' questions, interests, and needs.
- Makes an accurate assessment of a lesson's effectiveness with supporting evidence.
- Identifies ways to improve lessons taught.
- Maintains accurate records and establishes a system to avoid errors.
- Communicates with families respecting cultural norms and responding to family concerns.
- Actively participates in a professional community.
- Engages in professional development and is able to professionally use feedback provided.
- Displays professionalism with honesty, integrity and confidentiality in interactions with stakeholders.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

- Demonstrates proficiency in the area of literacy
- Possesses a strong background and experience with the MTSS process
- Establishes strong connections with students and families
- Works collaboratively with others
- Demonstrates and utilizes knowledge of educational technology tools and apps
- Possesses highly developed verbal and written communication skills
- Able to building relationships effectively and professionally with students, families, and staff

### **EDUCATION, CREDENTIALS and/or EXPERIENCE:**

- Holds a Bachelor's degree from an accredited university
- Holds Illinois Professional Educator License (PEL) with proper licensure for literacy instruction (Reading Specialist or Reading Teacher) and preferably hold a Master's Degree in Reading.

### **Physical Demands and Work Environment:**

While performing job duties, the employee is regularly required to sit; bend; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to reach with hands and arms. The employee is regularly required to stand and walk. Generally, employees must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds, however depending on the specific position and individual student needs, employee physical requirements may exceed the generally established weight limitation. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard.

Within the work environment, the employee is exposed to a computer screen and regularly works within an office environment. The employee occasionally works evenings and/or weekends. The employee is occasionally exposed to outdoor weather conditions and regularly works with the use of a personal vehicle. The employee will have contact with the public, which requires appropriate demeanor. The noise level in the work environment is typically moderate.

*The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Reviewed/Revised:** March, 2022/ Benefits added December 2024

- *The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and*



**JOB DESCRIPTION**  
**Reading Consultant Specialist**

*responsibilities change with the business necessity and School Board Policy and procedures.  
Essential and marginal job functions are subject to modification.*