



## Job Description

**Job Title:** Reading Specialist

**Department:** Instruction

**Reports to:** Principal

**FLSA Status:** Exempt

### General Description:

Under the direction of the principal, the responsibilities of the position fall into two categories. As a teacher, the reading specialist is responsible for providing direct instruction to students, individually or in small groups, to enable students to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive literacy program at the assigned school through coaching, supporting, and guiding teachers in best practices for literacy instruction.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Model and coach instructional methods in a variety of settings (whole group and small group) and provide follow-up support.
- Serve as a liaison between the school and the Department of Curriculum and Instruction by attending meetings and disseminating information.
- Work with Reading Coaches to select and maintain a comprehensive inventory of instructional materials and resources.
- Collects and facilitates the review and use of school literacy data to guide instruction and plan for student needs. Assist with placing students in appropriate reading and writing intervention and support services.
- Provides individual and/or small group instruction to meet the needs of students as applicable.
- Assists with screening, evaluating, and recommending interventions for students reading in the lower quartile.
- Confers with parents/guardians regarding the English reading and writing performance of students as requested.
- Assists administrators in conducting learning walks to provide feedback to teachers to improve literacy instruction at the school and use data to plan for ongoing monitoring and support.
- Meet regularly with the classroom teachers to plan literacy instruction that correlates with the individual student's needs or as requested by the classroom teacher.
- Participates in developing, revising, and monitoring the implementation of the curriculum.
- Remain grounded in content standards and objectives in order to facilitate integrated and concept based instruction.
- Attends staff development programs, curriculum development meetings, and other professional activities.
- Performs any other related duties as assigned by the school principal or other appropriate administrators.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of curriculum and techniques for integrating curriculum, policies and effective instructional practices;
- Knowledge of the needs of students requiring remedial reading instruction;
- Thorough understanding of the teaching and learning process; ability to provide instruction that reflects multiple perspectives and multicultural education;
- Ability to guide and train teachers in effective techniques and strategies;
- Ability to work effectively with administrators, colleagues, central office, school based staff, students, parents and community;
- Ability to use diagnostic data to tailor instruction to meet the needs of the student(s);
- Excellent organizational, communication, and human relations skills.

**Education, Training, and Experience Requirement:**

- Must possess a Master’s degree and be eligible for a Virginia Teaching License with an endorsement as a Reading Specialist.
- Five (5) years of successful classroom teaching experience in which the teaching of reading was the primary responsibility, required.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**Physical Attributes/Demands:**

Work requires normal physical attributes required for walking, standing, sitting, operating office equipment, communication equipment, lifting, moving, carrying light equipment, supplies, etc.

**Evaluation:**

Performance will be evaluated by the Principal in accordance with school board policy and administrative regulations on evaluation of school personnel.

**Approvals:**

I acknowledge that I have received and read this job description.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Greenville County Schools does not discriminate on the basis of race, color, natural origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries into the non-discrimination policies: Division Superintendent.