

TEACHER, READING SPECIALIST

Rev. June 2023

Job No.: T622

Reports to: Principal or designee

Dept./Campus: Assigned Campus

FLSA Status: Exempt

Pay Grade: Teacher Salary Scale

Term: 187 Days

PRIMARY PURPOSE:

To provide students with appropriate learning activities and experiences in reading intervention (including dyslexia); to help students fulfill their potential for intellectual, emotional, physical, and social growth; and to enable students to develop competencies and skills to be successful in an ever-changing world. **This position may be contingent upon funding in whole or in part through state or federal grants.**

MAJOR RESPONSIBILITIES AND DUTIES

- Develop and implement lesson plans that fulfill the requirements of district's Reading Intervention Program (including dyslexia) and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for differentiation.
- Support inclusive practices by providing instruction in the least restrictive environment possible (including in-class support).
- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles, interests, and needs of assigned students.
- Conduct assessment of student progress and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Seek the assistance of district specialists as recommended to plan for instruction.
- Use technology to strengthen the teaching/learning process.
- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Seek assistance for students who are consistently performing below grade level.
- Be a positive role model for students, support mission of school district.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.
- Encourage students to set and maintain standards of classroom behavior.
- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.
- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate appropriate to subject and grade level assigned.
- Bilingual Certification may be required.
- Master Reading Teacher or Reading Specialist Certification preferred.
- Minimum three years classroom teaching experience. Formal dyslexia training preferred. Intervention experience preferred.

Knowledge/Skills/Abilities:

- Knowledge of the Texas Dyslexia Handbook; reading teacher experience; best practices in dyslexia curriculum and instruction.
- Knowledge of early reading interventions, curriculum, and instructional strategies.
- Skill in organization, communication, and interpersonal relations.
- Ability to instruct assigned students and manage their behavior.
- Ability to organize and prioritize asks, communicate clearly, and demonstrate interpersonal skills.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of workday.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Maintain composure and professionalism at all times.