

**RED BANK BOROUGH BOARD OF EDUCATION  
76 BRANCH AVENUE, RED BANK NJ 07701**

**JOB DESCRIPTION  
READING SPECIALIST**

**QUALIFICATIONS**

New Jersey Reading Specialist Certificate with a minimum of five years teaching experience. Strong background in Literacy and Multi-Tiered System of Supports.

**REPORTS TO**

Building Principal/Vice-Principal or appropriately certified Supervisor as designated by the Superintendent.

**PRIMARY FUNCTION**

Drives district-wide literacy success by diagnosing student reading difficulties, coordinating targeted interventions, and designing literacy programs, while empowering educators through professional development and analyzing data to monitor student achievement.

**PERFORMANCE RESPONSIBILITIES**

1. Consults and, as needed, delivers explicit, multi-sensory small group or 1-on-1 instruction to general and special education students under RTI, 504 plans, and IEPs.
2. Identifies individual student reading barriers and coordinates instructional plans for struggling readers.
3. Develops comprehensive reading programs and recommends high-quality materials for the district.
4. Leads in-service training sessions to equip teachers and administrators with effective literacy strategies.
5. Collects and monitors standardized reading data to track and improve overall student achievement.
6. Demonstrates knowledge and understanding of tiered instruction for literacy.
7. Assists teachers and parents with the collection of data, analysis of data results and instructional interventions within MTSS.
8. Attends professional development to enhance knowledge of pedagogy and content, especially literacy.
9. Collaborates with the Child Study Team and other professionals as needed in order to support student needs.
10. Performs other duties and responsibilities related to MTSS as assigned by supervisor.

Board Approval: XXX