



# SHELTON PUBLIC SCHOOLS

## Reading Consultant

### **Accountability Relationship:**

The reading consultant will work under the general supervision and be evaluated by Shelton Public Schools' administration.

### **General Job Definition:**

The reading consultant is responsible for providing school-based support for implementation of the School District's literacy curriculum and to increase student learning and achievement through enhanced instructional delivery and classroom-embedded staff professional learning.

### **Responsibilities:**

- Provides direct service to students as determined by school administration.
- Assists in the planning, development and implementation of the School District's reading, writing and language arts curriculum.
- Provides classroom support and assists classroom teachers to implement literacy instruction that is aligned with established state and district standards, frameworks and assessments.
- Models best practices and comprehensive balanced literacy activities.
- Provides informal feedback to staff regarding the teaching and learning of reading and writing including group and individual debriefing sessions.
- Assists teachers in connecting their work to a literacy emphasis.
- Collaborates with school staff to assess the effectiveness of the school's efforts to improve reading and writing proficiency.
- Meets with teachers to analyze and interpret data, utilizing this analysis to coordinate the full and effective implementation of a research-based curriculum.
- Works with administration to ensure and monitor implementation of the School District's/School Improvement Plan.
- Participates in monthly reading consultant meetings at the School District level.
- Establishes and maintains a literacy professional learning library with books, other media and additional materials.
- Assists in the coordination of school and district projects to promote student achievement.
- Supervises and coordinates the services of academic support tutors.
- Maintains student records, writes reports, evaluates and distributes new instructional materials.
- Demonstrates knowledge of human growth and development as it relates to the teaching/learning process.
- Demonstrates an awareness and respect for diversity of cultural backgrounds and lifestyles.
- Establishes student rapport and fosters positive relationships.

- Communicates with students both individually and collectively regarding their needs and progress.
- Maintains high expectations for students learning and behavior.
- Develops and maintains systems for keeping group and individual records.
- Establishes productive relationships and fosters positive reinforcement.
- Demonstrates ethical behavior in accordance with **Connecticut Code of Professional Responsibility for Teachers (Section 10-145d-400a of the Connecticut Certification Regulations)**.
- Attends a variety of meetings and professional learning opportunities as offered by the School District for the purpose of conveying and/or gathering information required to perform duties.
- Attends after school and evening meetings/conferences in accordance with the Agreement between the Shelton Board of Education and the Shelton Education Association.
- Works collaboratively with School District personnel, parents and community stakeholders for the purpose of improving the overall quality of student learning outcomes and in support of Schools District goals and objectives.
- Follows School District policies, procedures and curricula.
- Prepares records and reports with accuracy and timeliness.
- Models effective written and oral expressions.
- Models good attendance and punctuality.

#### **Requirements:**

- Connecticut certification endorsement # 097 or #102.
- A minimum of five years of successful teaching experience at the elementary or secondary level.
- Knowledge and understanding of the teaching and learning process.
- Demonstrated ability to analyze assessment and other student data as a means for making instructional decisions.
- Demonstrated responsibility for self-growth, professional improvement, ongoing self-reflection and self-evaluation.
- Demonstrated ability in the effective use of instructional technology.
- Ability to maintain effective working relationships.
- Effective organizational, oral and written communication skills.
- Demonstrated commitment to the department team concept and the overall success of the organization.

#### **Terms of Employment and Salary:**

The reading consultant's terms of employment, salary and benefits are in accordance with the Agreement between the Shelton Education Association and the Shelton Board of Education.