

JOB DESCRIPTION – READING SPECIALIST

5005.3

JOB GOALS:

1. To work cooperatively with staff in planning, developing, implementing, coordinating, and evaluating reading support services to students.

QUALIFICATIONS:

1. A minimum of a Master’s Degree or equivalent in education
2. Valid reading specialist degree or endorsement
3. Meet federal requirements as appropriate
4. Such other qualifications as the Board may find appropriate and acceptable

LANGUAGE SKILLS: Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, staff, parents, and community members.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

REPORTS TO: District Administrator/Principal

PERFORMANCE RESPONSIBILITIES:

- * Coordinates the District reading program K-8.
- * Acts as a liaison between staff, local, state, and federal organizations.
- * Monitors implementation of reading program.
- * Facilitates assessment of reading program.
- * Provides diagnostic, evaluative, and interpretive services for individual students and staff.
- * Participates in the development of corrective/remedial plans for individual students.
- * Provides reading orientation and guidance for staff members.
- * Coordinates selection of instructional reading series materials.
- * Performs such other duties as may be assigned.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions "North Lake School District Model for Professional Growth & Staff Supervision & Evaluation" of the North Lake School District (1996).

Legal References: Sections 118.19 Wisconsin Statutes
121.02(1)(a)
PI 3, 8.01(2)(q), 34 - Wisconsin Administrative Code

Cross Reference: Employee Agreement

Adopted: 9-21-83
Revised: 6-26-97
Revised: 1-21-04