

## ROBBINSVILLE BOARD OF EDUCATION

---

### **TITLE: K-8 Reading Specialist**

---

#### **REPORTS TO: Assistant Superintendent of Curriculum and Instruction**

#### **POSITION SUMMARY:** The district wishes to employ a Reading Specialist to:

- Provide leadership, coordination, collaboration and innovation for K-8 reading curriculum and instruction, including technology-based programs.
- Provide direct instruction to students, individually or in small groups to enable student to develop literacy skills.

#### **DUTIES AND RESPONSIBILITIES:**

- Serve in advisory role, including:
  - Observing struggling readers in the classroom, upon teacher's request.
  - Assisting classroom teachers in the diagnosis of students and collaborating in planning the instructional strategies.
  - Assisting in the selection of appropriate materials utilized by the classroom teacher
- Corrective measures:
  - Providing demonstrations of new methods and materials (i.e. team teaching).
  - Interpreting and disseminating results of testing.
- Create developmental reading program, including:
  - Developing and implementing a remediation plan for students whose test results identified as basic or minimal.
  - Planning and conducting periodic evaluations to assess the need for changes in the reading program.
- Plan and develop curriculum, including:
  - Planning and developing special reading projects as approved or provided.
  - Serving as a resource to the board and administration in areas of reading instruction and curriculum.
  - Providing leadership in the development and implementation of the K-8 program.
  - Ensuring that reading is a component of the K-8 Language Arts and offer teachers strategies and support for struggling readers.
- Remediation, including:
  - Assessing the reading referrals of parents, teachers and support staff.
  - Providing remedial instruction of K-8 students through collaboration with staff, occasional small group instruction and staff development in content reading strategies.
- Manage time efficiently.
- Be punctual and prepared for all meetings.
- Be well versed in the social decision making and problem solving curriculum/social
- And other duties as designated by the Assistant Superintendent of Curriculum and Instruction.

#### **QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree or higher degree with major in assigned area.
- Valid reading specialist certificate.
- Minimum of three years teaching experience.
- Demonstrate a commitment to ongoing education/continuing professional development.
- \*Orton-Gillingham and/or Wilson certified preferred

#### **BOARD OF EDUCATION APPROVAL:**