



Job Description: Reading Specialist

General Responsibilities:

Under the direction of the administration, the responsibilities of the position are as follows: as a teacher, the reading specialist is responsible for providing direct instruction to students, individually or in small groups, to enable students to further develop literacy skills.

Essential Tasks

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

DIRECT INSTRUCTION OF STUDENTS

- Provide direct instruction in the areas of reading and writing for identified groups and individual students, with an emphasis on emergent, beginning, and transitional readers.
- Identify literature for use in content areas in support of the curriculum.
- Model and coach instructional methods in a variety of settings (whole group and small group) and provide follow-up support.
- Collaborate with teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs
- Attend ongoing training and follow-up in the use of assessment tools.
- Participate in collaborative instructional planning.
- Assess students using a variety of measures to determine appropriate placement and specific instructional needs.
- Maintain a comprehensive inventory of instructional materials and resources.
- Assist with the planning and delivery of parent workshops and informational sessions involving the language live program.
- Participate in parent conferences and provide instructional suggestions.
- Remain grounded in content standards and objectives in order to facilitate integrated and concept based instruction.
- Provide ACT preparatory instruction using appropriate test prep materials and methods.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Language Live curriculum and techniques for integrating curriculum, policies and effective instructional practices; knowledge of the needs of students requiring remedial reading instruction; thorough understanding of the teaching and learning process; ability to provide instruction that reflects multiple perspectives and multicultural education; ability to infuse technology into curriculum; ability to work effectively with administrators, colleagues, school based staff, students, parents and community; ability to use diagnostic data to tailor instruction to meet the needs of the student(s); excellent organizational, communication, and human relations skills.

EDUCATION/EXPERIENCE

Must have an Undergraduate degree in English/Literature

Candidate must hold/be willing to attain a valid TN Teaching license specifically endorsed in English 6-12