

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Middle School/High School Reading Specialist				
Department:	School				
Reports to:	Building Principal				
Supervises:	n/a				
Description of job:					
<p>Summary of Responsibilities/ Essential Functions:</p> <ul style="list-style-type: none"> • provide instruction in reading to identified at-risk students using research-based literacy instructional strategies. • create and/or monitor literacy plans. • consult with classroom teachers and parents on a regular basis regarding student progress and continuing needs. • provide phonic or phonemic awareness through individualized tutoring programs such as Orton Gillingham • demonstrate ability in specific non-fiction reading and writing instruction. • analyze data from reading assessments and provide input at data meetings. 					
Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
<p>Classification Key: <i>Sedentary</i> – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects; <i>Light</i> – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects; <i>Medium</i> – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects; <i>Heavy</i> – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects; <i>Very Heavy</i> – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</p>					
Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle		

Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

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PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal		X			
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Master’s Degree and 3 years teaching experience

License/Certificate/Certification:

Valid RI Reading Certification

Technological and/or Technical Skills:

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Technological proficiency in major computer software including ASPEN, Google, LEXIA, and STAR.

Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, maintaining sensitivity to the needs of parents, students and other staff members, and ensuring overall satisfaction as a primary objective.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Ability to interface with parents, students, and staff in a pleasing manner. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

Terms of Employment:

Per NEA/NK contract

Evaluation:

Per NEA/NK contract

Date: 3/2017