

HYDE COUNTY SCHOOLS
District Reading Specialist
(Grant Funded: Three Year)

NATURE OF WORK

Under general supervision, the District Reading Specialist will Assist school-aged children at Ocracoke School with improving their reading skills through systematic reading/tutoring sessions utilizing the Wilson Reading System® and other programs deemed appropriate.

Assist teachers at Ocracoke School and on the Mainland Campus in utilizing reading intervention programs to fidelity.

DUTIES AND RESPONSIBILITIES

- Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
- Interacts in a professional manner with students and parents.
- Maintains and respects confidentiality of student and school personnel information.
- Complies with Hyde County School Board of Education policies.
- Conducts assigned tutorial duties at the times scheduled
- Ensures the adequate supervision to assure health, welfare, and safety of all students.
- Confer with the lead teacher on student progress.
- Screen students to establish appropriate reading level placements and assist teachers in selecting students requiring special reading assistance
- Implement reading instruction programs to meet each student's individual requirements
- Provide individual and small group instruction for students identified with reading problems or limitations
- Administer reading tests according to school procedures
- Implement assessment methodologies to determine each student's progress and evaluate their interest and limitations
- Assist teachers with setting up materials for interventions.
- Model intervention program use for teachers.
- Conduct fidelity checks with teachers to assure appropriate presentation as needed to enhance learning.

MINIMUM TRAINING AND EXPERIENCE

- College Diploma Required.
- Teaching License in Reading, Early Childhood Education, or other appropriate area
- Must be 21 years of age.

ESSENTIAL JOB FUNCTIONS

- Must be able to follow a scripted, direct instructional intervention of reading precisely without variation, in a timely manner
- Requires the ability to multitask in the presentation of material, and the recording of results Requires the ability to prepare progress reports based on student data in compliance with the reading program
- Must work with lead teachers to implement programs appropriate for specified students
- Must observe teachers and provide input in the fidelity of the use of programs

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent reading skills and willingness to share your love of reading
- Excellent people skills, enthusiasm for helping children, respectful attitude
- Ability to work with a small group of children utilizing a scripted reading intervention program
- Enthusiastic in presentation and ability to keep students on task and focused
- Attention to detail regarding paperwork
- Ability to manage instructional time
- Ability to manage student behavior
- Ability to follow oral and written directions
- Ability to maintain effective classroom management strategies
- Five or more years working with Wilson Intervention Systems

REPORTS TO: Site Administrators, NC SIP Coordinator

FLSA STATUS: Exempt

DISCLAIMER The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee to this job.