

Job Title: **READING SPECIALIST**

Qualifications: Bachelor's Degree or higher with major in assigned area. Valid certification as a reading specialists. Demonstrates a commitment to ongoing education/continuing professional development.

Position requires a valid driver's license.

Reports to: Building Principal

Job Goal: To provide leadership, coordination, collaboration, and innovation in reading curriculum and instruction, so that each student may drive maximum benefit from the K-8 reading curriculum.

Type of Position: 10 Month (183 days) 175 School Days / 8 Workshop Days
Wage: Contract

Hours per week: Exempt

Responsibilities:

- Observes students reading in the classroom, as requested by classroom teachers.
- Assists classroom teachers in the diagnosis of students and collaborates in planning instructional strategies.
- Assists in the selection of appropriate materials utilized by the classroom teacher for corrective measures.
- Provides assistance to staff.
- Develop and provide professional development.
- Provides demonstrations of new methods and materials (i.e. team teaching)
- Plans and conducts periodic evaluations to assess the need for changes in the reading program.
- Other duties as directed by the Superintendent.

This job description lists the general duties and is not intended to list every specific function required.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

EVALUATION: Performance of this job will be evaluated by the Principal, in accordance to job expectations.

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently
Lift up to 25 lbs: Frequently
Lift 26 to 50 lbs: Rarely
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Frequently
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently
Bending: Frequently
Crawling: Frequently
Squatting: Frequently
Kneeling: Frequently
Crouching: Frequently
Climbing: Frequently
Balancing: Frequently

WORK SURFACES: (describe)

Floor, table
Mats, Chairs
Desk, playground

PUSH/PULL: Frequently

Office equipment, computer

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	2
Stand: 5	5
Walk: 1	1

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently required
Torquing:	Frequently
Fingering:	Frequently required

Environment: Inside: 98%

Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
Cleaning products
Valid driver's license required for travel outside office.