

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: READING SPECIALIST
(Certificated/10-months)

QUALIFICATIONS:

1. Hold a valid New Jersey educational services certificate with a Reading Specialist endorsement
2. Hold a Master's Degree from an accredited college or university
3. Have experience in teaching and working with children
4. Demonstrate knowledge and understanding of teaching reading, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and students needing to learn reading to share with teachers
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community
6. Communicate effectively both orally and in writing, using proper grammar and vocabulary
7. Proficiently use technology for data management, information retrieval, visual and audio presentations, and telecommunications

REPORTS TO:

The Reading Specialist reports to the Director of Instruction and Technology and/or the Building Principal.

JOB GOAL:

To conduct in-service training of teachers and administrators, coordinate instruction for students or groups of students having difficulty learning to read, diagnose the nature and cause of a student's difficulty in learning to read, plan developmental programs in reading for all students, recommend methods and materials to be used in the District reading program, and contribute to the evaluation of the reading achievement of students.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Provides diagnostic testing to determine pupils reading problems when necessary.
2. Remediates reading problems working with students and staff.
3. Plans and implements sequential learning experiences for students using a variety of instructional strategies, consistent with the District and school's philosophy, mission

statement, instructional goals, school level objectives, and the New Jersey Student Learning Standards.

4. Ensures the learning experiences follow and uses approved curricula and instructional materials.
5. Establishes high standards and expectations for all students for academic performance and responsibility for behavior.
6. Displays ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
7. Coordinates enrichment instruction with the classroom teacher in order to reinforce learning and student achievement.
8. Engages the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
9. Provides and effectively organizes a variety of materials, equipment, technology, and community resources to support the instructional program.
10. Organizes and supervises approved field trips or virtual field trips to enhance classroom learning.
11. Submits lesson plans in the approved format to the Director of Instruction and Technology and/or the Principal as required and requested.
12. Uses effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
13. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.
14. Provides a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
15. Disciplines students in a fair and consistent manner, using school approved procedures and protocols. Seeks assistance of the parents and the Principal when needed.
16. Establishes a professional rapport with students that earns their respect.
17. Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
18. Assesses and diagnoses the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
19. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
20. Employs a variety of methods for students to demonstrate learning and accomplishments.
21. Assumes responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
22. Assists with extra-curricular activities, supporting the total program of the school.
23. Ensures the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.

24. Creates a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
25. Completes in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintains accurate attendance records.
26. Works cooperatively with adults (e.g., paraprofessionals, student teachers, parents, and volunteers) assigned to the classroom establishing clear expectations for roles and responsibilities.
27. Maintains positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
28. Attends required staff meetings and serves, as appropriate, on staff committees. Participates in curriculum and program development when requested.
29. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
30. Continues to grow professionally through collaboration with colleagues and professional learning experiences.
31. Recommends to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
32. Maintains a safe working condition and safely operates electronic and other equipment needed to carry out job functions and responsibilities.
33. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
34. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
35. Performs such other appropriate duties as required under law or as may be assigned by the Director of Instruction and Technology and/or the Building Principal.

APPOINTMENT:

Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF EMPLOYMENT:

Ten (10) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement, if applicable.

EVALUATION:

Performance of this position will be evaluated annually in accordance with the law and the provisions of

the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

BOE APPROVAL:

RESOLUTION:

DRAFT