

Oelrichs School District 23-3
READING SPECIALIST
JOB DESCRIPTION

TITLE: Reading Specialist/Interventionist

QUALIFICATIONS/REQUIREMENTS:

A. Education: Meet certification requirements as established by the State of South Dakota. Reading endorsement preferred.

B. Experience Desired: Have experience in the teaching of reading and knowledge of teaching techniques that meet the diverse needs of students.

C. Other Requirements: Possess effective student management skills as it relates to scheduling, discipline, and assessment. Possess management, organization, and leadership skills, including the ability to initiate and follow through on ideas and projects. Possess effective oral and written communication skills. Communicate effectively with individuals of varied cultural and educational backgrounds. Have ability to be flexible in working with students at all developmental levels. Have skills in human relations and conflict management.

REPORTS TO: Principal

PERFORMANCE GOAL: This position is responsible for assisting and supporting teachers in implementing all components of the reading curriculum. This position will also provide extra instruction for children who are below grade level, gathering data, and collaborating with classroom teachers on placement of students based on the information derived from the data.

PERFORMANCE RESPONSIBILITIES:

1. Implementation of a high quality reading program that is based on scientifically based reading research and includes instructional content based on the five essential components of reading instruction integrated into a coherent instructional design.
2. Serve as an interventionist.
3. Facilitate peer study groups.
4. Plan and conduct literacy team meetings and workshops
5. Assist in establishing exemplary classroom practices along-side the classroom teacher.
6. Provide sustained mentoring and coaching to classroom teachers and support staff.
7. Procure needed instructional materials for classroom teachers.
8. Monitor student progress and assist in determining scientifically research based interventions for those students who are identified through screening as needing intervention.
9. Assist in the collection, interpretation and reporting of data.
10. Assess students and maintain academic records as necessary.
11. Support grant writing as needed.
12. Attend training and workshops as necessary.
13. Identify training needs in reading and facilitate training.
14. Coordinate literacy activities with special education staff.
15. Coordinate efforts to improve student performance on state mandated testing.
16. Assist in the overall evaluation of the effectiveness of the Oelrichs reading program.

17. Participates cooperatively with the appropriate administrator(s) to develop the method by which he/she will be evaluated in conformance with district guidelines.
18. Perform other duties as assigned.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation for professional personnel.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Board of Education.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.