



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

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| Position Title: | Reading Specialist |
| Payroll/Personnel Type: | 10 Month |
| Job #: | 8024 |
| Reports to: | Principal |
| Shift Length: | 6.5 Hours a Day |
| Union Eligibility: | Eligible |

Position Summary:

The Reading Specialist will organize a program of intervention and support in reading/literacy for students who are a year or more below assigned grade levels. In a small group setting for selected students, the Reading Specialist will provide reading/literacy instruction designed to increase learning and achievement as measured by a variety of assessments, including state tests. The Reading Specialist will work with teachers, school leaders and central office reading staff to identify students for the program and will develop an Individual Learning Plan (ILP) for each student participant using established district assessment data and input from the student's ELA teacher and academic instructional Specialist. The Reading Specialist will use district curricula or other approved literacy/reading materials to organize lessons to ensure that students increase their reading/literacy achievement.

Essential Functions:

- Uses research and best practices to facilitate measurable student achievement by helping students master skills and meet/or exceed literacy/reading standards that will contribute to and support their success in all subject areas
- Works collaboratively with teachers to prepare intervention plans to be implemented by the Reading Specialist or teacher to ensure increased reading and literacy achievement
- Uses achievement data to plan a reading/literacy intervention program that meets the individual needs, interests, of identified students and assists them in mastery of reading/literacy curriculum standards
- Provides reading/literacy instruction to assigned intervention classes/groups in the locations and times designated
- Helps students establish individual reading/literacy goals
- Prepares Individual Learning Plans in reading/literacy for each student assigned to the Reading Specialist
- Provides individualized, intensive interventions that target the student's skill gaps
- Maintains daily log of work related to mastery of reading/literacy standards for each student instructed by the Reading Specialist
- Assesses the growth of students on a regular basis using district assessments and collects student data for reports as required
- Identifies and implements research-based teaching strategies that support individual student achievement in reading/literacy
- Establishes clear objectives for all lessons and communicates these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Builds relationships that foster a safe and trusting environment for teachers and students



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- Supports reading staff in organizing small group interventions designed to supplement classroom instruction in reading/literacy
- Facilitates deconstruction of ELA curriculum standards with teachers to ensure the use of appropriate instructional strategies and proper alignment of the written, tested, and taught curriculum
- Works in collaboration with teachers to diagnose the instructional needs of students in the areas of reading and literacy
- Demonstrates or co-teaches reading/literacy lessons and provides feedback to teachers as requested by school leaders or Academic Office reading/literacy administrator
- Organizes and shares information with classroom teachers, AIC and principal, and K-12 Literacy Specialist
- Works in collaboration with school staff to design and implement reading/literacy professional development
- Observes classroom instructional activities in a non-evaluative manner and maintains open communication with school and district staff regarding challenges, achievements, or supports needed
- Meets weekly with K-12 Literacy Specialist to report to discuss student progress and the status of the intervention program in order to provide support or adjust program as needed
- Attends staff meetings and engages in professional development to increase skills, knowledge, and processes
- Aligns instruction with the standards-based curriculum to meet the needs students
- Contacts parents regarding student progress
- Performs other duties as assigned or required

Knowledge, Skills, and Abilities:

- Experience working in a position as a trainer, mentor or other position that requires formalized support and training of teachers in order to improve their teaching skills in reading/literacy
- Develops trusting relationships with school staff
- Skilled in guiding adult learners
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Demonstrated ability to work collaboratively with other adults and within the leadership of the site administrator
- Demonstrated passion about improving the reading/literacy achievement of students
- Demonstrated initiative and problem-solving capabilities

Experience:

- Minimum three years of teaching reading/literacy
- Proven track record of improving student achievement in reading/literacy

Education:

- Bachelor's Degree in Education (required)



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- Master’s Degree (preferred)
- K-12 Reading Certification (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

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| Employee | Date | Immediate Supervisor | Date |
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| Human Resources | Date |
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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