

MABANK ISD

Elementary Campus Level Reading Specialist Job Description

POSITION/TITLE: Reading/Language Arts Specialist K-4

DAYS: 197

REPORTS TO: Campus Principal

PRIMARY PURPOSE: Facilitate and provide specialized reading instruction/intervention. Serve as an instructional leader that improves the overall reading program at the campus level.

QUALIFICATIONS:

Education/Certification:

- Bachelor's Degree
- Valid Texas teaching certificate

Special Knowledge/Skills:

- Skills in appropriate subject matter and oral communication
- Knowledge of curriculum, education code, district policies,
- Ability to establish and maintain effective working relationships with children and adults.
- Ability to interpret data
- Ability to organize and coordinate district wide program.
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to work independently with little direction; make presentations; plan and organize work

Experience:

- Recommended three years of successful classroom experience in elementary Reading/ELA.

RESPONSIBILITIES/DUTIES:

Curriculum/Instructional Management:

- Performs random quality checks on all classroom assignments for cognitive alignment with TEKS.
- Acts as key facilitator in the implementation of integrated language arts, (including ESL) instruction in the school.
- Provides leadership for developing the language arts program; models in the classroom; develops thematic units with teachers across the curriculum, focusing on the acquisition of skills; and selects appropriate materials to accomplish these tasks.
- Plans and teaches cooperatively with teachers in the classroom.
- Provides in-service as needed to staff and community.
- Assist with assessment exercises.
- Attend district approved professional development and training in reading intervention.
- Assist in providing instructional strategies within the classroom setting.
- Assist with mentoring of teachers.

Teaching Responsibilities:

- Provides special instruction in a structured learning environment designed to enable students to be effective language users.
- Provides earliest intervention strategies for the prevention of reading deficiencies.

- Schedules time between classroom and pullout instruction as directed.
- Available to develop and implement summer reading camp programs with pay in addition to regular teacher pay.

Assessment/Dissagregation

- Oversee the implementation of early reading instrument to all students K – 2 as a universal screener.
- Oversees the progress monitoring of all TIER II and TIER III students by using the district approved early reading instrument.
- Analyze and interpret campus testing data and report to the principal and faculty.

Policy, Reports, and Law

- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Other:

- Participate in training that will enhance one’s curriculum knowledge, expertise, and professional skills.
- Perform other duties as assigned by the Campus Principal and/or the Director of Curriculum and Instruction

WORKING CONDITONS:

Mental Demands / Physical Demands / Environmental Factors:

- Maintain emotion control under stress.
- Frequent prolonged and irregular hours.
- Lifting boxes
- Frequent district wide travel and occasional statewide travel.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Reviewed and agreed to by _____ **Date:** _____
Employee

Campus Principal _____ **Date:** _____