

## DELRAN TOWNSHIP SCHOOL DISTRICT

### Reading Specialist

Reports to: Supervisor of Instruction K-12 - Language Arts Literacy

Job Goal: To provide an instructional and learning environment which fosters the ability of each pupil to master reading skills appropriate to age, grade level and individual potential.

Terms of Employment: 10 month per Negotiated Agreement

#### Essential Duties and Responsibilities:

- Screen students to establish proper reading level placement when deemed necessary.
- Maintain records which provide evidence of growth and progress to parents and to students.
- Assist classroom teachers in selection of students needing special reading instruction.
- Provide diagnostic, prescriptive and evaluation services for identified students.
- Provide individual and small group instruction for identified students.
- Develop lesson plans and instructional materials and provides individual and small group instruction in order to meet the needs of each pupil.
- Confer with district administration on the needs of the reading programs.
- Coordinate enrichment instruction with the classroom teacher in order to reinforce learning and student achievement in content areas as needed.
- Consult with members of the child study team at individual case conferences as requested.
- Assist in the completion of Instructional Material/Novel Adoption forms and procedures.
- Participate in appropriate building/district meetings and/or committees (i.e. faculty meetings, I&RS meetings, ELA Curriculum Meetings as needed).
- Plan and conduct in-service workshops pertinent to methods and materials appropriate to various levels of reading instruction.
- Maintain professional competence and continuous improvement through professional growth activities.
- Perform other duties within the scope of his/her employment and certification as may be assigned.
- All other duties as assigned by the Superintendent.

### Qualification Requirements:

To perform this job successfully according to ADA, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and /or Experience:

Minimum of three years of job related experience within a behavioral related field is required. Bachelor's degree in job related area, i.e, teacher, reading teacher/reading specialist

### Certificates, Licenses, Registrations:

Valid NJ Reading Specialist Certificate, NJ Teaching Certificate

### Language Skills:

Ability to read, analyze, and interpret general business, periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals and to effectively present information and respond to questions from groups of people.

### Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situation.

### Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with sever abstract and concrete variables.

### Other Abilities:

- Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing data; effective listening; facilitating meetings; monitoring activities; planning; problem solving; record keeping; training; and office practices.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; codes/laws/rules/regulations/policies; community resources; English grammar/punctuation/ spelling/vocabulary; and treatment modalities and assessment.
- Ability is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment.

- Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment.
- Problem solving is required to analyze issues and create action plans.
- Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; decision making; detail oriented; leadership and direction; meeting schedules/deadlines; organizing; and teamwork.

Physical Demands:

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

While performing the duties of this job, the employee will regularly sit, walk, and stand. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**APPROVED BY THE BOARD OF EDUCATION: APRIL 20, 2015**