



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

Position Title:	Reading Specialist
Payroll/Personnel Type:	10 Month
Reports to:	Principal

Position Summary:

The Reading Specialist will support principals and teachers in the area of instruction. The Reading Specialist will also implement personalized, effective professional development and research-based teaching strategies designed to support the educational program. The Reading Specialist will help to develop literacy skills in struggling readers so that they attain on grade level reading and writing ability. To develop in each pupil skills of listening, speaking, reading, and writing that are fundamental to good communications and literate citizenship; to develop appreciation of good literature of all types; to motivate pupils to read widely for information and recreation; to develop standards for critical judgment of written and oral communications transmitted by mass media. The individual will possess extensive, successful classroom instructional expertise. Specialists will be instrumental in assisting teachers in improving communication arts instruction to ensure that a significant increase in student achievement will occur as measured by student performance on a variety of assessments.

Essential Functions:

- Providing intensive reading instruction in phonemic awareness, phonics, spelling, comprehension, and fluency for students so that they can catch up to their peers and benefit from classroom instruction without supplemental help
- Planning and designing lessons for individual students that incorporate a wide range of reading instructional procedures and empower students to develop strategic behaviors when reading and writing
- Basing lessons on data collected, analyzed, and synthesized from careful observation of reading and writing behaviors and daily running records of student's reading abilities
- Engaging in coaching and development tools and strategies that maximize their own performance and that of their students
- Providing continuous feedback and evaluation for students based on the development of individualized goals for performance that are specific, measurable, action-oriented, realistic and time-bound
- Create systems that enable good stewardship of resources, i.e. collaborative processes that leverage the strength of all team members, maintaining records of students' progress towards individualized goals, for communicating with families and building community with them through annual home visits and other school events, and for attending IEP meetings (as needed) and ensuring appropriate accommodations are given to students during assessments as needed
- Provide continuous and systematic procedures and opportunities for professional growth for classroom teachers (e.g., through demonstrations, in service courses, workshops, seminars, conference reports)
- Provide for his/her own professional growth by attending demonstrations, in service courses, workshops, seminars, conferences etc. as approved by the District Administrator
- Consult frequently with classroom teachers on matters relating to reading instruction
- Recommend materials to aid instruction



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- Assist in the evaluation of on-going programs and make recommendations for change
- Assist the building principal and other administrators and/or supervisors in implementing the school reading program
- Orient beginning teachers and school aides as to the philosophy, procedures and materials for the school reading program
- Help teachers diagnose reading strengths and weaknesses and match these skills with appropriate techniques and materials
- Keep the community informed as to the purposes and progress of the reading program
- Keep school staff informed as to new developments in reading
- Encourage the development of research projects with appropriate experimental design
- Work with support staff and school administrators to facilitate the coordination of the reading program with the total curriculum
- Consult with curriculum committees studying such topics as textbook selection, vocabulary development, concept development, supplementary materials and the development of study skills
- Promote interest in reading
- Be responsible for implementing and monitoring the plan of remedial reading instruction
- Assist classroom teachers by providing them with additional materials and/or strategies for those students who have been identified as being in need of additional instruction
- Work with the classroom teacher and district personnel to coordinate reading instruction designed to meet the individual needs of students
- Work with the classroom teacher to monitor student progress
- Teach remedial reading as needed
- Perform such other tasks and assume such other responsibilities as may, from time to time, be assigned by the supervisor

Knowledge, Skills, and Abilities:

- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting
- A minimum of three years of demonstrated success as a full-time classroom teacher
- Reading Recovery training is a strong plus

Experience:

- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting
- A minimum of three years of demonstrated success as a full-time classroom teacher
- Reading Recovery training is a strong plus

Education:

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)
- Missouri Teaching Certification (required)



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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:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

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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