



Job Description

Job Title: Reading Specialist
Position Code: 7E31, GE31, XE31, PE31
Job Classification: Exempt
Pay Grade: 37L, 38L, 39L

Supervisor: Principal and Department
of Teaching and Learning English
Supervisor
Contract Length: 202 Days

Job Summary

Position is responsible for implementing a comprehensive literacy program at the assigned school through coaching, supporting, and guiding teachers in best practices for literacy instruction; including the integration of literacy and best practices throughout the day and across all contents. **Position coaches teachers, facilitates lesson development, monitors implementation, facilitates and supports professional learning community meetings (PLCs), collaborative planning and data discussions focused on improving literacy outcomes, and conducts professional development to lead the school's literacy program. Position is responsible for analyzing school literacy data and collaborating with administrators in planning for future literacy needs.** Position may also be responsible for instructing students individually or in groups to enable students to develop literacy skills.

Essential Duties

1. **Leads and facilitates teacher growth** in planning, delivering, and assessing quality literacy instruction throughout the day.
2. Implements coaching cycles to develop teachers' capacity in best practices for literacy instruction.
3. Assists administrators in conducting learning walks to provide feedback to teachers to improve literacy instruction at the school and use data to plan for ongoing monitoring and teacher development.
4. Coordinates the school's reading program.
5. Assists administrators and teachers in the implementation and monitoring of a comprehensive literacy program, including its impact across content.
6. Leads the school's literacy improvement efforts through the analysis of student achievement data, progress monitoring, and instructional planning.
7. **Leads data analysis conversations with teachers and administrators to identify trends, determine instructional priorities, and monitor literacy outcomes.**
8. Collects and facilitates the review and use of school literacy data to guide instruction and plan for student needs.
9. Coordinates **and monitors** the work of literacy support and intervention staff assigned to the school.
10. Provides **targeted literacy intervention and demonstration instruction** to support student achievement and teacher development.
11. **Coaches and supports teachers in designing and implementing differentiated literacy instruction for multilingual learners, students with disabilities, gifted learners, and students requiring intervention.**
12. Assists with screening, evaluating, and recommending interventions for students.
13. Completes reports, collects data, and provides information **to the Department of Teaching and Learning for program monitoring as requested.**
14. Confers with parents/guardians regarding the English reading and writing performance of students as requested.
15. Participates in developing and revising the curriculum.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attends professional development sessions, monthly reading specialist meetings, and other professional activities.

2. Keeps abreast of developments, research, and new technology in the field.
3. Performs any other literacy-focused duties as assigned by the school principal or appropriate Department of Teaching and Learning personnel.

Job Specifications

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

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for a Virginia Teaching License with an endorsement as a Reading Specialist. Must have completed at least three years of successful teaching experience in grade levels PreK-8. Must possess effective instructional delivery techniques and excellent communication skills. Must possess knowledge of the needs of students requiring remedial reading instruction. Must possess an in-depth knowledge of instructional best practices and adult learning theory. Must possess the ability to establish and maintain effective working relationships with school colleagues, school administrators, parents and students.

Working Conditions and Physical Requirements

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

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

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. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Principal and appropriate English Supervisor from Department of Teaching and Learning

This job description in no way states or implies that these are the only duties to be performed by this employee. The Reading Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 06/26 JSA