JOB TITLE: ELEMENTARY READING SPECIALIST

JOB DESCRIPTION:

This employee is responsible for planning and coordinating the primary and intermediate reading and language arts program at the school level.

Duties of this position include but are not limited to:

1. **Staff Development:**
   a. Participating in staff development sessions conducted by the district.
   b. Providing staff development for teachers, volunteers, parents, paraprofessionals, administrators, and other appropriate personnel as needed.

2. **Instructional Program:**
   a. Coordinating the school reading and language arts and primary programs both horizontally and vertically.
   b. Assisting classroom teachers in planning reading/language arts programs and primary and intermediate programs.
   c. Assisting all teachers with teaching/learning strategies that promote comprehension in all subject areas.
   d. Modeling reading and language arts instruction in primary and intermediate classrooms.
   e. Coordinating the developmental aspects of the primary and intermediate programs.
   f. Collaboratively selecting and coordinating (with the approval of the principal) all reading and language arts materials used in the classrooms.
   g. Coordinating in identified schools activities of the Chapter I reading program and/or the Migrant program so as to insure continuity between the regular program and federal programs.
   h. Assisting in assuring continuity between regular programs and other special areas (e.g., ESOL, ESE, Pre-K).
   i. Assisting teachers with instructional interventions.
   j. Assisting with the staffings of students for specific services (e.g., ESOL, ESE).
   k. Implementing in the school the School Board curriculum outcomes associated with reading and language arts.
   l. Maintaining current and efficient records including the preparation of reports.

3. **Evaluation:**
   a. Implementing the Pasco County Portfolio System.
   b. Assisting teachers in assessing students for appropriate instruction.
   c. Evaluating students with severe problems that may require additional support services.
   d. Submitting appropriate data and reports.

4. **Public Relations:**
   a. Interpreting the school’s reading/learning program for staff, parents, and members of the community.
   b. Serving as part of the County-wide committee in developing activities and programs to disseminate information.
5. **Other Responsibilities:**
   Serving as part of a county-wide team to provide assistance and promote cooperation among schools.

**REQUIRED QUALIFICATIONS:**
1. Master’s degree or within 6 hours of earning a Master’s degree.
2. Current enrollment in a program leading to certification in reading. The expectation is that the applicant will complete the program.
3. Three years of teaching experience.
4. Experience with elementary programs.

**DESIRED QUALIFICATIONS:**
1. Master’s degree in reading.
2. Experience with integrated curriculum.
3. Gesell examiner training.
4. Experience in providing staff development for adults.
5. Experience in a like position.