

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Reading Specialist Position Description

LOCATION: Various Schools

JOB CATEGORY: Professional

PAY GRADE: Grade 1-5

CONTRACT TYPE: 205 Day

FSLA: Exempt

IMMEDIATE SUPERVISOR: Building Administrator(s)

GENERAL DEFINITION AND CONDITIONS OF WORK

The Reading Specialist plays a critical role in consultation with classroom teachers to coordinate and oversee interventions for students not meeting literacy benchmarks. In collaboration with the teacher of any student receiving reading intervention services, the Reading Specialist develops, oversees implementation of, and monitors student progress on student reading plans. The Reading Specialist also supports and coaches teachers in the implementation of EBLI (Evidence-Based Literacy Instruction). Work is performed under general supervision across multiple locations. Limited supervision may be exercised over assigned paraprofessionals.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Maintain and respect confidentiality of student and school personnel information.
- Assess the reading strengths and needs of students, provide that information to parents and educational staff, and use the results to plan and implement an effective reading intervention program for the students.
- Examine the use of data from literacy assessments.
- Lead professional development in literacy both EBLI and SBRR (Science-based reading research), provide information on literacy methodology, model strategies or techniques, conduct demonstration or collaborative lessons, and coach or mentor.
- Oversee the writing of student reading plans and closely monitor the progress of students.
- Maintain appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
- Use the curriculum of the district, including those resources approved for remediation purposes, to develop individualized student reading plans.
- Serve as a resource to content area teachers in identifying reading needs, adapting instructional techniques, and selecting appropriate materials for their disciplines.

- Complete reports, collect data, and provide information for program monitoring as needed.
- Manage classroom procedures to maximize academic learning time.
- Establish and maintain positive rapport with students and staff.
- Motivate students to achieve maximum potential.
- Create a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Report any pertinent information to the building administrators in case of child endangerment, neglect, or abuse.
- Use effective verbal, nonverbal, and media communication techniques to foster positive interactions in the schools.
- Work collaboratively with staff, families, and community resources to support the success of a diverse student population.
- Model professional, ethical, and non-discriminatory practices while demonstrating appropriate appearance, demeanor, conduct, and personal integrity in all interactions.
- Maintain required licensure and participate in ongoing professional development to support professional growth and instructional effectiveness.
- Work in a collegial and collaborative manner with peers, school personnel, and the community to promote and support student learning.
- Provide service to the profession, the division, and the community.
- Comply with and supports school and division regulations and policies.
- Maintain proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model.
- Communicate effectively with students, counselors, parents, and staff through conferences and other appropriate means.
- Participate in curriculum development, faculty committees, and student activity sponsorship as requested.
- Assume responsibilities outside the classroom as they relate to school.
- Model non-discriminatory practices in all activities.
- Perform all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of reading instruction strategies and intervention methodologies, including EBLI (Evidence-Based Literacy Instruction) and SBRR (Science-Based Reading Research); instructional practices and assessment procedures; effective teaching methodologies; and school division rules, regulations, and procedures. Demonstrated ability to establish and maintain standards of student behavior; communicate effectively through oral presentations and written reports; analyze and use student data to support instruction; and establish and maintain effective working relationships with students, parents, staff, and community stakeholders.

EDUCATION AND EXPERIENCE

Candidate must graduate from an accredited college or university and possess or be eligible to

obtain a valid Virginia teaching license with a Reading Specialist endorsement. Candidates must demonstrate leadership qualities and personal characteristics necessary to work effectively with students, staff, administrators, and parents.

SPECIAL REQUIREMENTS

The employee must be able to travel between schools and division-related locations throughout Warren County Public Schools and maintain regular travel between schools, offices, community agencies, and other assigned locations as necessary to perform assigned duties. Employees operating a personal or division vehicle for work-related purposes must maintain a valid driver's license and meet all Warren County Public Schools driver eligibility and authorization requirements. Employees transporting students must successfully complete and maintain all required driver screenings, approvals, and compliance requirements, including but not limited to Motor Vehicle Record (MVR) reviews and any division-required training or documentation. The candidate must possess good moral character and serve as a positive role model both in and out of the school environment.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are typically performed in school settings, including classrooms, gymnasiums, cafeterias, auditoriums, and recreational areas. Frequent walking, standing, stooping, and lifting of materials or equipment weighing up to approximately 30 pounds may be required, with occasional lifting of up to approximately 40 pounds.

Additional limited physical activities may be required based on assigned duties and student needs. Occasional travel with students on field trips or to division-related activities may be necessary. Vocal communication is required to exchange information and provide instruction; hearing is required to perceive information at normal spoken word levels; and visual acuity is required for preparing and analyzing written or electronic data, determining the accuracy and thoroughness of work, and monitoring student activities and surroundings. The employee may be exposed to both indoor and outdoor environmental conditions, including noise and other routine school-related hazards.

The employee may occasionally assist students with mobility or instructional support needs, as appropriate to the educational setting. Daily interaction and close contact with students to support instruction, classroom management, and student engagement is required. Regular contact with staff members, administrators, parents, and community stakeholders is expected. Frequent communication with parents by phone, email, and in person may be necessary. Occasional contact with medical professionals or outside agencies may also be required.

EVALUATION

Performance will be evaluated by the School Administrator(s) in accordance with School Board policies and division guidelines.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by

law. WCPS is committed to providing a work environment free from discrimination and harassment.