

# 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

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Building Administrator(s)

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Performs complex professional work, providing teaching and/or training services to students in general instruction or in a specialized subject or assigned group of subjects; motivates students to develop skills in assigned subject matters; performs related work as required. Works with general supervision. 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:

- Maintains and respects confidentiality of student and school personnel information.
- Meets and instructs the student(s) in assigned locations and at the designated times.
- Diagnoses and identifies students with deficiencies in reading/language arts.
- Plans and delivers coherent instruction to students identified as having deficiencies in these areas.
- Maintains appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
- Uses the curriculum of the district, including those resources approved for remediation purposes, to plan daily instructional activities.
- Closely monitors the progress of students.
- Consult with parents and teachers regarding student progress in reading.
- Serve as a resource to content area teachers in identifying reading needs, adapting instructional techniques, and selecting appropriate materials for their disciplines.
- Completes reports, collects data, and provides information for program monitoring as needed.
- Participates in or provides teacher trainings as assigned.
- Implements a classroom management policy that fosters a safe and positive environment for all students and staff.
- Ensures the adequate and safe supervision of students.
- Manages classroom procedures to maximize academic learning time.
- Establishes and maintains positive rapport with students.

- Motivates students to achieve maximum potential.
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Reports any pertinent information to the building administrators in case of child endangerment, neglect, or abuse.
- Uses effective verbal, nonverbal, and media communication techniques to foster positive interactions in the classroom.
- Works collaboratively with staff, families, and community resources to support the success of a diverse student population.
- Models professional, moral, and ethical standards as well as personal integrity in all interactions.
- Takes responsibility for and participates in a meaningful and continuous process of professional development.
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date.
- Works in a collegial and collaborative manner with peers, school personnel, and the community to promote and support student learning.
- Provides service to the profession, the division, and the community.
- Complies with and supports school and division regulations and policies.
- Maintains 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.
- Provides a good role model of an education professional in appearance, demeanor, dress and behavior.
- Communicates with students, student counselors and parents through conferences and other means.
- Participates in curriculum development, faculty committees, and student activity sponsorship as requested.
- Assumes responsibilities outside the classroom as they relate to school.
- Models non-discriminatory practices in all activities.
- Performs related duties as assigned by the building administrator(s) in accordance with the school/division policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of reading strategies and skills; thorough knowledge of principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students and parents.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire a valid Virginia teaching license with a Reading Specialist endorsement. Candidates must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, staff, administrators and parents.

### **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

## **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

## **EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by building administrator(s).