

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

READING SPECIALIST

QUALIFICATIONS:

- Valid New Jersey Reading Specialist Certificate
- Demonstrated ability to provide leadership in the development of reading programs, evaluation of curricula and diagnosis of reading problems
- Ability to maintain a positive learning environment
- Strong interpersonal, communication and technological skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

JOB GOAL: To help provide an instruction and learning environment which fosters the ability of each pupil to master reading skills appropriate to age, grade level and individual potential.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership and coordination in the regular program of reading instruction; observes reading instruction in classrooms and consults with teachers as requested.
2. Directs a district-side assessment program to determine the reading abilities of all pupils and to identify those needing remediation or enrichment.
3. Monitors pupil progress toward state standards and district objectives of reading instruction; develops and maintains records and reports as necessary.
4. Plans and administers a program to provide remedial and advanced reading instruction.
5. Develops lesson plans and instructional materials and provides individual and small group instruction in order to meet the needs of each pupil.
6. Interprets pupil needs and reading progress to classroom teachers and parents.
7. Evaluates the district's reading program and makes recommendation for improvements as appropriate.
8. Recommend adoption and use of varied reading instruction materials.
9. Plans and conducts in-service workshops pertinent to methods and materials appropriate to various levels of reading instruction.
10. Consults with members of the child study team at individual case conferences as requested.
11. Interprets reading test results to the administration, teaching staff and the community.
12. Participates in school-level planning, faculty meetings, committees and other school system groups.
13. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
14. Upholds and enforces school rules, administrative regulations and board policy.
15. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated annually per the WTEA collective bargaining agreement

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EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 11/3/2010

Revised: 11/9/2022