



TITLE: Reading Specialist

QUALIFICATIONS:

1. Bachelor's Degree, Masters in Reading or Reading Endorsement
2. Appropriate certification/licensure
3. Ability to present and work with teachers to improve their practices
4. Background and training in literacy/reading at multiple grade levels
5. Ability to develop and sustain positive working relationships with students, staff, parents, and colleagues
6. Technology skills (able to use Microsoft Word, Powerpoint, Excel and Google)
7. Exceptional communication, data analysis, leadership and organizational skills

RESPONSIBLE TO: Superintendent. or designee

RESPONSIBILITIES:

1. Assist students, who have fallen behind because of COVID-19, in small group reading instruction.
2. Assist teachers and principals with the development and modeling of instructional practices that lead to high levels of literacy development for students.
3. Gather, organize, interpret and or/present data to staff for use in designing intervention
4. Work with Specialists in the delivery, training, and support of district reading material
5. Work with individual or groups of at-risk students on reading/literacy skills

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend training sessions as determined by state or district policies and procedures.
2. Attend professional development meetings and in-services as required.
3. Such other duties as assigned by the OVESC Superintendent, or designee.

TERMS OF EMPLOYMENT: To be determined by the Ohio Valley ESC Superintendent and Board.

EVALUATION: Performance will be evaluated with provisions of the OVESC's policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE _____ DATE: _____