



MISSISSINEWA COMMUNITY SCHOOLS Reading Specialist

Job Description:

The Reading Specialist will implement a comprehensive literacy program at Westview Elementary and Northview Elementary through coaching, supporting and guiding teachers in best practices for literacy instruction. They must hold a valid teacher's certification with proven success as a classroom teacher with a preference in advanced courses within the area of reading and reading interventions.

Responsibilities:

1. Provide essential leadership for the school's entire literacy program by helping create and supervise a long-term staff development process that supports both the development and implementation of the literacy program over months and years
2. Responsible for developing, leading, and evaluating a school reading program, from kindergarten through grade 12; they may assume some of the same responsibilities as the literacy coach, but in addition have responsibilities that require them to work more with systematic change at the school level. These individuals need to have experiences that enable them to work effectively as an administrator and to be able to develop and lead effective professional development programs
3. Identify literature for use in all content areas in support of the curriculum
4. Provide curriculum support and training for all teachers and continuous staff development that supports corporation and school initiatives
5. Model and coach instructional methods in a variety of settings (whole group and small group) and provide follow-up support
6. Collaborate with and coach teachers on the use of assessment data to plan instruction, analyze school literacy data and plan for future literacy needs
7. Provide ongoing training and follow-up in the use of assessment tools
8. Select instructional materials to meet student needs. Work with RTI Coach in maintaining a comprehensive inventory of instructional materials and resources
9. Participate in collaborative instructional planning
10. Work with the Lead Interventionist to assess students using a variety of measures to determine appropriate placement and specific instructional needs
11. Conduct classroom visitations and provides feedback to teachers and administrators on the school's literacy program
12. Maintain an organized system and accessible location for the storage and circulation of reading and writing materials
13. Assist with the planning and delivery of parent workshops and informational sessions involving the language arts program
14. Remain grounded in content standards and objectives in order to facilitate integrated and concept-based instruction

15. Provides professional development for teachers by providing them with the additional support needed to implement various instructional programs and practices
16. Serves as a resource in the area of reading for paraprofessionals, teachers, administrators and the community

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)