

DE SOTO AREA SCHOOL DISTRICT

531.2

K-12 READING SPECIALIST
(Job Description)

- QUALIFICATIONS:
1. Appropriate certification as required by state law.
 2. Meet federal law requirements, if applicable ***{NOTE: I added this language in light of the "No Child Left Behind Act of 2001." Note that this act requires teachers teaching in schools that receive federal Title I funds to be "highly qualified" and to meet specific qualifications as defined by federal law. Does your district receive targeted Title I funds or school-wide Title I funds? If you receive school-wide Title I funds, the requirements apply to all teachers teaching students in Title I funded schools. If you receive targeted Title I funds, the requirements apply to teachers teaching students in the targeted Title I funded program.}***
 3. ***{NOTE: If there are any other qualifications for the reading specialist, you may wish to add them.}***

REPORTS TO: District Administrator or designee

SUPERVISES: ***List, if appropriate, or delete***

JOB GOAL: The reading specialist works directly with teachers, administration and other professionals within a school to provide leadership and to develop and implement the reading program.

JOB RESPONSIBILITIES:

The reading specialist shall:

1. Develop and implement a reading curriculum in grades kindergarten through 12.

2. Act as a resource person to classroom teachers to implement the reading curriculum.
3. Work with administrators to support and implement the reading curriculum.
4. Develop a set of reading goals for grades kindergarten through 12 for approval by the Board. **{NOTE: I revised this item by adding "for approval by the Board" since section 118.015(4) (a) of the statutes requires the Board to establish district reading goals for grades K-12.}**
5. Assess existing District reading needs in grades kindergarten through 12, based on established reading goals.
6. Annually evaluate the District reading curriculum and submit the report to the District Administrator.
7. Help teachers administer diagnostic tests and interpret test results.
8. Assist the District Administrator in planning the budget in the area of reading.
9. Direct efforts toward preventing and remediating reading failure in the in-school population.
10. Recommend ongoing in-service staff development activities in the latest techniques for reading instruction at all grade levels.
11. Provide recommendations for selection of classroom reading instructional materials and support reading materials and media that would be kept in the various centers.
12. Develop, with the staff and administration, a local philosophy of reading.
13. Assist teachers with methods and techniques in reading through recommendations and demonstrations.
14. Assume classroom teaching assignments in reading when recommended by the administration.
15. Introduce corrective materials for classroom instruction, upon teacher request.

16. Place emphasis on the use of alternative methods of instruction as a means of correcting reading disabilities.
17. Conduct follow-up and evaluation of materials.
18. Evaluate programs presently in use for corrective instruction.
19. Evaluate new programs to assess their appropriateness for use in corrective classroom instruction.
20. Perform other duties as may be assigned. **{NOTE: I added this item to provide flexibility.}**

LEGAL REF.: Sections 118.19 Wisconsin Statutes
121.02(1)(a), (q)
PI 8.01(2)(q), Wisconsin Administrative Code
PI 34

CROSS REF.: 341.1, Reading Instruction
DEA Agreement

APPROVED:

NOTE: This job description is based on information found in your district's current policy manual (313; 314.01 - no approval date). I revised it for stylistic reasons and as outlined above.

Does this job description still reflect the qualifications and job responsibilities of the reading specialist? Does it include the essential functions of the reading specialist's job? If not, the job description should be revised accordingly or deleted from the policy manual. It is important for job descriptions to include the essential job functions to provide for compliance with the Americans with Disabilities Act of 1990. (WASB - 12/04)