

JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION
Updated on 4/14/08
DISTRICTWIDE READING SPECIALIST

Qualifications

1. Masters Degree or higher
2. Specialized advanced training in reading
3. Minimum 5 years classroom experience in teaching reading
4. Possess appropriate State License and endorsements as a reading specialist

Essential Duties and Responsibilities

1. Coordinates the system-wide PreK-12 reading program
2. Directs and facilitates the role of literacy coaches and grade 6-12 reading teachers at specific school assignments;
3. Plans with the PreK-5 and 6-12 Directors of Instruction to accomplish system goals for the literacy program.
4. Plans and delivers system and school level professional development activities related to reading instruction and literacy.
5. Serves as a member of the district improvement planning (TCSSP)
6. Acts as a consultant for regular classroom teachers to help support, supplement, and extend research-based classroom practices.
7. Conducts professional development and plans with literacy coaches for quality literacy instruction in the classroom.
8. Supervises literacy coaches as they conduct diagnostic assessments for individual students as needed and interpret results to teachers and parents.
9. Collaborates with the regular classroom teacher to utilize assessment information to plan and implement appropriate reading instruction for the child.
10. Collects and analyzes student performance data to track literacy efforts and determine needs and annual yearly progress.
11. Communicates with specialized personnel to promote the literacy program and insure a congruent and coordinated literacy effort.
12. Serves as an advocate in the schools and community for a quality literacy program.
13. Other duties as assigned by the Director of Schools.