

CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Reading Specialist

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| JOB TITLE: Reading Specialist | LOCATION: To Be Determined by Superintendent |
| IMMEDIATE SUPERVISOR: Principal | WORK SCHEDULE: 10-M - 200 Days - 7.5 Hrs. PAY GRADE: Teacher Scale |
| SPECIAL REQUIREMENTS: None | FLSA STATUS: Exempt |
| EDUCATION/EXPERIENCE: <ol style="list-style-type: none">1. Master's Degree in Reading2. Valid Virginia elementary teaching certificate3. Must meet highly-qualified requirements4. Familiarity with Virginia reading initiatives and reading content5. Familiarity with current reading assessment systems6. Demonstrate computer literacy7. Knowledgeable in and/or experienced with research-based reading strategies8. Ability to work collaboratively with teachers and administrators | |

PERFORMANCE RESPONSIBILITIES:

- Collaborate with individual teachers through co-planning and co-teaching
- Work in small groups and with targeted students to improve reading skills
- Co-plan and work collaboratively with special education and classroom teachers during grade level and team meetings
- Assess and monitor student progress
- Plan effective lessons based upon targeted student's needs and progress
- Employ a variety of instructional techniques and instructional media consistent with the needs and capabilities of the targeted students
- Communicate regularly with staff and parents of targeted students regarding their progress
- Maintain accurate, complete records of student progress and attendance
- Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel

