

Policies of the Board of Education

Section E Personnel

QUALIFICATIONS AND DUTIES OF THE READING SPECIALIST 500.31

QUALIFICATIONS

- 1) State Certification as a Reading Specialist (317)
- 2) Any other qualifications the Board may deem necessary or desirable.

GENERAL FUNCTIONS

The development, implementation, maintenance, and evaluation of the reading curriculum in grades K-8. The reading specialist reports to the District Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

A. INSTRUCTIONAL MATTERS

Coordinate the reading curriculum from K-8 (majority of time to be spent on K-6 curriculum) with the administration.

Assist in evaluation and selection of textbooks and other resource materials.

Administers the departmental budget with the administration.

B. STAFF DEVELOPMENT

Regularly observes reading instruction at all levels.

Helps to develop competency in teaching directed reading lessons in all subjects areas.

Initiates and supervises innovative instructional strategies.

Responds to teacher and administrative requests for assistance.

Consultant with Chapter I.

Helps teacher in all subject areas to determine the instructional levels of their pupils and the reading level of the texts used in their classes.

Keeps the staff and administration informed regarding research findings and new theories and helps with implementation.

Plans and administers reading inservice programs for teachers and administrators in relation to assessed areas of need.

Attends and participates in meeting relevant to the school system's reading program as assigned.

Organizes a reading material resource center.

Organizes and administers the state Third Grade Reading Test.

C. STUDENT EVALUATION

Sets up procedures for recording and reporting reading development.

Identification and diagnosis of students requiring special reading instruction (including EEN and ELP).

D. PROGRAM EVALUATION

Reviews and evaluates reading curriculum as per the Committee evaluation plan.

E. COMMUNITY INVOLVEMENT

Coordinates the goals of the Reading Advisory Council.

Conduct and/or facilitate programs which are designed to educate parents and other community members in order to improve reading skills.