



# **HOLMDEL TOWNSHIP PUBLIC SCHOOL**

## **JOB DESCRIPTION:**

### **READING SPECIALIST**

#### **QUALIFICATIONS:**

1. New Jersey Certificate: Reading Specialist
2. New Jersey Certificate: Teacher of Elementary School
3. Minimum of five years' successful teaching experience
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
5. Successfully completes required criminal history check and has proof of U.S Citizenship or legal resident alien status.
6. Such alternatives as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designated administrator.

**JOB GOAL:** To provide instructional services, in-service training, and support that will enable each student in the district to master the Language Arts skills appropriate to age, grade level, and individual capacity.

#### **1. PERFORMANCE RESPONSIBILITIES:**

- a. Develops and implements a diagnostic process to identify students in the primary grades in need of early intervention to develop appropriate grade level skills in Language Arts.
- b. Develops and implements individual instructional programs for the identified students.
- c. Implements the individual intervention and support programs that will enable the identified students to develop the appropriate strategies for success in Language Arts.
- d. Develops and implements a process for monitoring the progress of students in the program.
- e. Interprets identified students needs and progress in Language Arts to the classroom teacher and the parent.
- f. Confers with parents concerning individual students having special Language Arts problems and with parents generally about the Language Arts program.
- g. Develops and maintains records and reports as are necessary to the assessment of the programs effectiveness.
- h. Conducts in-service workshops and demonstrations with regard to methods and materials appropriate to various levels of Language Arts instruction.

- i. Models Language Arts instruction in elementary classrooms, and, upon request of principals and/or teachers, helps develop strategies to improve Language Arts instruction.
- j. Assists in developing recommendations for the adoption and use of varied instructional materials, including textbooks, reference works, kits, trade books, audiovisual/technological aids.
- k. Consults with members of the Child Study Team and Pupil Assistance Committee.
- l. Interprets, as appropriate, test results and statistical data concerning Language Arts to the administration, staff, and public.
- m. Establishes a broadly based Language Arts materials center, including a professional library on Language Arts.
- n. Assumes other appropriate professional responsibilities as delegated by the K-12 Humanities Supervisor / and/or principal.

## 2. Student Management

- a. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- b. Implements all relevant policies and rules governing student life and conduct.
- c. Develops reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.

## 3. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
- b. Attends staff meetings as required.
- c. Serves on staff committees on a voluntary basis.

## 4. School/Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary.
- b. Cooperates and shares professionally with members of the administration and other staff.
- c. Maintains confidentiality about students in accordance with state and federal law as well as district policy.
- d. Attends parent communication activities (i.e., Back to School Night, conferences) as designated in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- e. In accordance with prescribed state and federal law as well as with administrative procedures, informs parents of placement in the Achieve Improvement Program.
- f. Provides progress reports, on students assigned to the program to both classroom teachers and parents as required.
- g. Communicates with and assists teachers regarding objectives devised for each student and the materials being used to accomplish those objectives in their classrooms.

## 5. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the building principal or designated administrator.

**TERMS OF EMPLOYMENT:** Ten month year. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of the position will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Board Meeting

**DATE:** May 25, 2011