



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/13/2018

TITLE: Reading Specialist	EMPLOYMENT: 10 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direction of the principal, the responsibilities of the position fall into two categories. As a teacher, the reading specialist is responsible for providing direct instruction to students, individually or in small groups, to enable students to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive literacy program at the assigned school through coaching, supporting, and guiding teachers in best practices for literacy instruction.

Necessary Qualifications:

- Master's Degree in Elementary Education.
- Valid Arizona Teaching Certification with an endorsement as a Reading Specialist.
- Three successful years of classroom teaching experience in which the teaching of reading was the primary responsibility.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- First Aid and CPR Certification required within 30 days of hire.
- Valid Arizona Driver's license.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of Curriculum and Instruction, and thorough understanding of the teaching and learning process.
- Knowledge of DIBELS, AZELLA, AZ Merit, PARCC, SAT 10, NWEA, Native Star, and NASIS.
- Knowledge of Navajo Culture and language preferred.
- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Ability to infuse technology into curriculum.
- Ability to guide and train teachers in effective techniques and strategies.
- Ability to guide diagnostic data to tailor instruction to meet the needs of the students.
- Good verbal and written communication skills.

Duties and Responsibilities:

- Provides direct instruction to students identified as eligible for reading services in individual, small group, and/or full classroom settings.

- Uses identified needs to guide the learning process toward student achievement of schools' reading/language arts content standards. Establishes clear objectives for all lessons, units and projects using formal and informal assessment data obtained from students.
- Identifies literature for use in all content areas in support of the curriculum.
- Provides curriculum support and training for all teachers and continuous staff development that supports school's initiatives.
- Models and coaches instructional methods in a variety of settings (whole group and small group) and provide follow-up support.
- Collaborates with and coaches teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs
- Provides ongoing training and follow-up in the use of assessment tools.
- Selects instructional materials to meet student needs.
- Participates in collaborative instructional planning.
- Assesses students using a variety of measures to determine appropriate placement and specific instructional needs.
- Conducts classroom visitations and provides feedback to teachers and administrators on the school's literacy program.
- Maintains an organized system and accessible location for the storage and circulation of reading and writing materials.
- Maintains a comprehensive inventory of instructional materials and resources.
- Assists with the planning and delivery of parent workshops and informational sessions involving the language arts program.
- Participates in parent conferences and provide instructional suggestions.
- Remains grounded in content standards and objectives in order to facilitate integrated and concept based instruction.
- Maintains appropriate student files and records.
- Responsible for the scheduling of training.
- Creates a positive learning environment through attractive displays, bulletin boards, etc.
- Participates in professional development training and in-services.
- Performs other duties as assigned by supervisor.

Supervision Received By: Principal

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.