



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: December 6, 2017

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.

I. **Minimum 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.

Special Requirements:

- First Aid and CPR Certification is required within 30 days of hire.
- Valid Arizona Driver's license required.
- Must pass criminal background checks by Navajo Nation, State, and Federal.

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.

II. **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.

