

## YKSD JOB DESCRIPTION



<b>JOB TITLE: Reading Specialist Coordinator**</b>	
<b>SUPERVISOR: Director of State &amp; Federal Programs</b>	<b>CLASSIFICATION: Certified (YKAA)</b>
<b>DAYS/MONTHS: 210 days</b>	

\*\*This position is grant funded and contingent upon the funding associated with the Start Strong Grant. The anticipated grant end date is June 2020. Although the grant is expected to end on that date, sometimes additional funding can be obtained to extend a grant beyond the end date.

### **GENERAL RESPONSIBILITIES**

The ultimate goal of the Reading Specialist Coordinator shall be planning, organizing, directing and evaluating literacy programs so that the District can offer the best possible educational programs and service.

The Reading Specialist Coordinator works with administrators, classroom teachers, school support staff and central office instructional staff to plan and implement quality reading instruction as well as interventions for students in need of support. The Reading Specialist Coordinator specifically in grades K-3, also provides reading and language arts staff development on the campus, evaluates students to determine reading strengths and weaknesses, and plans and implements programming for parent involvement and family reading.

Conduct classroom observations and provide feedback to teachers improving teacher-child interactions and curriculum implementation that supports positive child outcomes. Provide technical support and assistance to classroom teachers as assigned, including direct coaching and mentoring of education staff to improve instructional practices and classroom quality. Provide regular classroom observations using the specified evidence-based tools. Under the direction of the Director of State & Federal Programs, assist with the planning and monitoring of education component services. Attend workshops, conferences, and other necessary trainings to support component goals. Perform other related duties as assigned from time to time.

### **DUTIES & EXPECTATIONS**

1. Meet with primary grade level teachers to assist in the implementation of the reading/language arts curriculum.
2. Present model lessons and coach primary teachers on areas of instructional focus.
3. Provide support services for Pre kinder through third grade students experiencing reading difficulties and assist with grades 4-12 as needed.
4. Monitor and support teachers in the implementation of Early Literacy Foundation practices.
5. Review data and work with the teachers on interventions.
6. Provide interventions when working with teachers and students on-site.

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7. Work with the other reading specialists to insure all students receive the same services.
8. Work with the principals to create a school-wide focus on goals for reaching achievement.
9. Assist administration in identifying school site weaknesses in reading/language arts.
10. Assist primary grade level teachers in disaggregating and analyzing data to plan instruction.
11. Assist primary grade level teachers in developing assessments and instruction.
12. Help ensure interventions are being delivered with integrity.
13. Ensure delivery of interventions to most struggling readers, (generally students who may need intensive phonics, decoding, fluency instruction).
14. Work with reading specialists and early elementary teachers and provide professional development, training and general support in implementing reading programs.
15. Participate in position-related professional development.
16. Provide support for family reading opportunities/other on site school reading initiatives.
17. Facilitate Committee meetings.
18. Maintain literacy assessment data on all PreK-3<sup>rd</sup> Grade Students.
19. Some evening and weekend work will be required. Travel in small aircraft required.
20. Other duties as assigned

### **PRIMARY WORKING CONTACTS**

Administrators, teachers, counselors, students, and parents.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from Director of State & Federal Programs  
.Responsible for the safety and supervision of students.

### **EVALUATION**

Annual written evaluation.

### **QUALIFICATIONS**

**Education:** A minimum of a Bachelor's degree or higher from an accredited college or university in Early Childhood Education, Special Education experience, Professional Reading Specialist Certification, or related field. Valid Alaska teaching certificate.

**Experience:** A minimum of five years of experience teaching primary school aged children, plus two years of supervisory experience required.

### **Knowledge:**

Extensive knowledge of:

- Teaching and differentiating in multi-grade classrooms.
- Teaching reading in primary classrooms

### **Abilities:**

- Coach teachers with variable levels of classroom experience and experience teaching in rural Alaska
- Effective communication via email, phone and videoconferencing

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- Able to coordinate on-site visits and distance-delivered follow-up conversations
- Organizational skills must be sufficient to develop and implement programs, and provide support
- Strong oral and written communication skills, including public relations skills
- Extensive computer skills to include Word, Excel, database entry, Internet research
- Maintain strict confidentiality
- Demonstrated ability to work with parents, colleagues, staff, and outside agencies
- Demonstrated ability to work in cultural rural Alaska settings
- Meet deadlines and schedules, set priorities, and organize workload effectively, efficiently and independently, maintaining professional composure at all times
- Must be able and willing to travel in small planes to rural sites.