

BARNSTEAD SCHOOL DISTRICT
Reading Consultant

TITLE: Reading Consultant

QUALIFICATIONS:

- New Hampshire Certification as a Reading Specialist
- Master's Degree or equivalent in Reading
- Previous experience as a Reading Specialist
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: The Principal for administrative, personnel and program concerns relative to the school or assignment. To the Superintendent for program and operational procedure.

SUPERVISES: Elementary Staff in the coordination and implementation of the reading program.

JOB GOAL:

The reading consultant develops and implements the philosophy, goals and objectives of the elementary reading program. During the coordination and implementation of the reading program, the reading consultant assumes such roles as resource person, advisor to administrator, teachers, community members; in-service training leader; diagnostician as described below; program supervisor and evaluator.

PERFORMANCE RESPONSIBILITIES:

- Works with the staff to establish program goals and objectives for reading for schools to which assigned.
- Plans and directs program to assess school reading needs and to evaluate the reading program.
- Helps develop, select, and evaluate program and materials.
- Helps plan and implement in-service training in the teaching of reading for teachers, teacher aides and assistants.
- Conducts and arranges demonstrations and workshops.
- Advises and instructs teachers concerning the implementation of their classroom reading programs.
- Helps teachers to diagnose the reading needs of individual students and helps them to prescribe and implement instruction to meet those needs (as time allows in the use of a part-time consultant).
- Advises the staff on the work of teacher aides and volunteers as they work in the reading and language arts program.
- Advises teachers, administrators, parents, and community members on the planning and evaluation of the school reading program and on matters concerning the teaching of reading.

- Meets with the SAU Leadership Team and Staff Development Committees on matters of curriculum development and implementation concerning the system as a whole and on matters of professional development and training.
- Interprets as appropriate test results and statistical information concerning reading to staff, administration and public.
- Meets with the Principal and appropriate staff (Team Leaders) on a regular basis on matters of curriculum, instruction, etc.
- Is a member of the school specialist team and consults on individual cases as requested. Does not have case managerial responsibilities if a part-time employee.
- Recommends the adoption and use of instructional materials including textbooks, reference works, kits, trade books in reading program, aids and the like.
- Regularly observes reading instruction in elementary classrooms and upon request of Principals, helps teachers improve their performance.
- Prepares departmental budget.

(Adopted: 08/04/87)

(Amended: 03/02/93)