

BARNSTEAD SCHOOL DISTRICT
Reading and Writing Specialist

TITLE: Reading and Writing Specialist

QUALIFICATIONS:

1. Valid certification or eligibility as reading and writing specialist in assigned grades;
2. Advanced understanding of reading and writing content and instruction;
3. Prior experience teaching in reading and writing, three or more years preferred;
4. Experience with NH State Standards and Assessment;
5. Experience with balanced literacy program and assessments adopted by school district
6. Ability to analyze and use data to design, modify, and evaluate literacy curriculum, instruction, and assessment;
7. Experience in a school leadership role; and/or
8. Such alternatives to the above qualifications as specified by the Superintendent.

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: Assigned support staff if applicable.

JOB GOAL:

The Reading and Writing Specialist develops and coordinates the philosophy, goals and objectives of the reading and writing programs. During the coordination and implementation of the reading program, the reading consultant assumes such roles as resource person, advisor to Administration and teachers, in-service training leader; diagnostician as described below; program supervisor and evaluator.

SKILLS: Requires demonstration of strong collaborative, teaching, coaching, and leadership skills to support student programming and work in a team setting; problem solving skills to support student success; service-related people skills; verbal and written communication skills; organizational skills to balance demands of a multi-tasking position; data analysis and analytic skills to evaluate and recommend changes in instructional programming; operational skills in office equipment and technological instructional devices; technology skills in communication, student data management and analysis, and reporting; and other school requirements.

ABILITIES: Requires excellent attention to detail and follow through to meet school district requirements, significant confidentiality responsibilities due to student and staff issues, resource management, and fiscal responsibilities in the area of school budget.

CLASSIFICATION: This position is designated as a Teacher position subject to the Teachers' Collective Bargaining Agreement, School Board Policy, and School Rules and Regulations.

PERFORMANCE RESPONSIBILITIES:

- Works with the staff to establish program goals and objectives for reading and writing.
- Plans and directs program to assess school reading and writing needs and to evaluate the reading and writing programs.
- Helps develop, evaluate and select programs and materials.
- Helps plan and implement in-service training in the teaching of reading and writing for teachers, teacher aides and assistants.
- Advises and instructs teachers concerning the implementation of their classroom reading and writing programs.
- Helps teachers to diagnose the reading needs of individual students and helps them to prescribe and implement instruction to meet those needs.
- Advises and supports staff on the work of teacher aides and volunteers as they work in the reading, writing 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.
- Oversees administration and interpretation of appropriate test results and statistical analyses/information concerning reading and writing.
- Meets with the Principal and appropriate staff (Team Leaders) on a regular basis on matters of curriculum, instruction, etc.
- Works with administration to recommend 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 Principal, helps teachers improve their reading and writing instruction.
- Prepares departmental budget.

Second Read/Approved: 11-28-17

First Read: 10-24-17