

BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: READING SPECIALIST

REPORTS TO: Building Principal

SUPERVISES: Assigned students/staff members

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY: Assists the classroom teacher in meeting the reading needs of all students.

QUALIFICATIONS:

Bachelors degree in education with appropriate Kansas licensure.

PERFORMANCE RESPONSIBILITIES:

1. Screens students to establish proper reading level placement.
2. Assists classroom teachers in selection of students needing special reading instruction.
3. Provides diagnostic, prescriptive and evaluative services for identified students.
4. Provides individual and small group instruction for identified students.
5. Assists with the administration of state reading tests.
6. Confers with the principal on the needs of the reading program.
7. Acts as a resource teacher in reading to regular classroom teachers by assisting them in organizing their reading program, selecting materials, suggesting teaching techniques and relating their instructional program to the special needs of students.
8. Gives demonstration lessons in the teaching of reading as requested or required.
9. Assists in the establishment and development of school and district reading curriculum.
10. Provides reading resources for teachers, aides and parents.
11. Other duties as assigned.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace,
high-intensive work environment.

APPROVED: 5/13/2013