

JOB DESCRIPTION

TITLE: READING COORDINATOR/SPECIALIST

Qualifications: Department of Public Instruction certification 317 with a minimum of 6 semester credits in courses dealing with the measurement of reading skills and achievement and/or the diagnosis of reading difficulties.

Reports to: District Administrator and principals

Job Goal: To provide the kind of instruction and learning environment that will enable each student in the district to master the reading skills appropriate to age, grade level, and individual capacity.

Basic Function: To coordinate the K-12 reading program with all other reading instruction (including Chapter I) and to remediate underachieving students in grades K-3.

Responsibilities:

1. Coordinate the identification and diagnosis of underachievement in reading in grades K-3.
2. Coordinate reading remediation with all other reading instruction including Chapter I.
3. Test, diagnose, and prescribe for individual students identified as underachievers in grades K-3 and to test, diagnose, and aprescribe for individual situdents in grades 4-12 upon referral.
4. Supervise and coordinate instruction and services directed toward the removal of reading deficlences in grades K-3.
5. Maintain, strengthen, and expand the school's reading program through curriculum development and continuous evaluation.
6. Disseminate information regarding reading program development.
7. Assist in the evaluation and selection of textbooks and other reading resource materials.
8. Provide for role model demonstrations upon request and act as a resource consultant to K-12 professional and support staff.
9. Interpret and implement Standard C policies and procedures and update as needed.

10. Serve on the reading curriculum committee.
11. Coordinate reading inservice training with the Staff Development Council.
12. Conduct an annual evaluation of the K-12 reading program.
13. Recommend needed changes in the district reading curriculum.
14. Advise administration in regard to material and budgetary needs of the district's reading program.
15. Assist in the development of special reading instructional programs for children with exceptional education needs (EEN) (including M-team meetings).
16. Actively promote the reading programs with staff, parent, and community groups.
17. Attend workshops, seminars, and conferences to advance knowledge in the reading field.
18. Be provided with 1.5 class periods out of the 8 period day to complete the responsibilities as outlined above.

Evaluation: Performance of this job will be evaluated annually by the elementary principal and district administrator.