



# RIALTO UNIFIED SCHOOL DISTRICT

## READING SPECIALIST Job Description

### DEFINITION

Under the supervision of the site principal, in collaboration with the Lead Special Services Agent, the Reading Specialist is responsible for providing Tier II and Tier III direct instruction to students individually or in small groups, to enable students to develop literacy skills. The Reading Specialist's instruction will support, supplement, and extend classroom teaching.

### ESSENTIAL DUTIES

- Assess and identify children at risk.
- Provides direct instruction to students identified as eligible for reading services in individual, small group, and/or full classroom settings.
- Uses identified needs to guide the learning process toward student achievement of district's reading/language arts content standards.
- Establishes clear objectives for all lessons, units and projects using formal and informal assessment data obtained from students.
- Uses a variety of instructional techniques and literacy materials consistent with reading/language arts content standards and the needs and capabilities of the individuals or student groups involved.
- Creates a classroom environment and research-based program of study that are conducive to learning and appropriate to the maturity and interests of the students.
- Work collaboratively with building staff to deliver exemplary reading instruction to students with dyslexia.
- Coordinate with other involved school personnel in planning and providing reading instruction for students.
- Familiar with the RTI process and Tier'd Instruction.
- Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
- Maintains accurate, complete, and correct records as required by law, district policy, administrative guidelines, or specific program requirements.
- Participates in discussions or activities focused on using research to improve reading/language arts teaching.
- Gather, compile, and disaggregate data; and link that data to student learning and instruction.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Use technology to strengthen the teaching/learning process.
- Assist in selection of books, equipment, and other instructional materials.
- Use effective communication skills to present information accurately and clearly.
- Participate in staff development activities to improve job-related skills.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Perform other duties as assigned.

### QUALIFICATIONS

**KNOWLEDGE OF:** California State English/Language Arts Standards; Components of Balanced Literacy; Research-based teaching strategies; Data-driven instructional decision making; Prentice-Hall Language Arts Program; Adult Learning Theory; Structured Literacy; Extensive knowledge and experience working with students who have reading difficulties; Thorough understanding of reading research and strategies; Neuhaus training in teaching dyslexic students preferred (Foundations of Language and Basic Skills); thorough understanding of the teaching and learning process;

**ABILITY TO:** Provide instruction that reflects multiple perspectives and multicultural education; ability to infuse technology into curriculum; ability to guide and train teachers in effective techniques and strategies; ability to work effectively with administrators, colleagues, district office, school based staff, students, parents and community; ability to use diagnostic data to tailor instruction to meet the needs of the student(s); excellent organizational, communication, and human relations skills.

## **EXPERIENCE AND EDUCATION**

- Possession of a valid Multiple Subject or Single Subject Teaching Credential
- Possession of a valid Reading Authorization or be willing to sign an agreement to complete the necessary coursework to obtain the authorization within two (2) years of being in the position
- Five years of successful classroom teaching
- Demonstrates a commitment to ongoing education/continuing professional development

## **PHYSICAL DEMANDS**

### **Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

### **Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

### **Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping: Low

Bending: Frequently

Lifting: Occasionally

Reaching: Occasionally

Handling: Constantly

Grasping: Occasionally

Fingering: Occasionally

Keyboarding: Medium - must be literate

Carrying: Occasionally

Standing: Occasionally

Kneeling: Low

Sitting: Occasionally

\*Driving: Occasionally

Walking: Constantly

Push/Pull: Occasionally

**\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.**

### **Frequent motion:**

Twisting: Low

Wrist flexion: Frequently

Elbow flexion/extension: Frequently

Reaching to shoulder level: Occasionally

Forward shoulder/neck flexion: Occasionally - 3 hours per day

Reaching to above shoulder level: Occasionally

Reaching below shoulder level: Frequently

### **Sensory requirements:**

Ability to see: Constantly

Ability to hear: Constantly

Ability to talk: Constantly

Ability to smell: Constantly

Ability to touch: Constantly

### **Must be able to deal with these environmental considerations:**

Heat: Has own controls

Odor: Yes

Noise: Yes

Humidity: Occasional

Moisture: Occasional

Fluorescent lights: Yes

Floor may be slippery at times: Tiled areas

Working in close quarters with others: Yes, all the time

Working inside: 95% of the day

Working outside: 5% of the day

### **This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes