

JOB DESCRIPTION

TITLE

K-8 Reading Support Teacher

POSITION TYPE

Exempt

PRIMARY FUNCTION

Under the direction of the Director of Teaching, Learning and Accountability and the principal, the Reading Support Teacher will assist the Director of Teaching, Learning and Accountability to implement and monitor the school and the division's Title I Program. The Reading Support Teacher is responsible for providing direct instruction to K-8 students, individually or in small groups, to enable students to develop literacy skills. The Reading Support Teacher assists in the implementation of a comprehensive literacy program through coaching, supporting, and guiding teachers in best practices for literacy instruction.

QUALIFICATIONS

- Master's degree in Reading required
- Virginia teaching license with a Reading Specialist endorsement required
- Training as Reading Recovery Teacher preferred
- Knowledge and use of Orton-Gillingham instructional approach preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the needs of students requiring remedial reading instruction and Reading Recovery strategies
- 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;
- Knowledge and use of adult learning theories to guide and train teachers in effective techniques and strategies;
- Ability to work effectively with administrators, colleagues, central office, school based staff, students, parents and community;
- Ability to monitor academic and social behavior of students
- Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students; and
- Demonstrates excellent organizational, communication, and human relations skills.
- Ability to prepare required written reports.
- Serve as a Role Model and Champion for student literacy

REPORTS TO

Director of Teaching, Learning and Accountability

PERFORMANCE RESPONSIBILITIES

- Provide curriculum support and training for teachers and continuous staff development that supports school division initiatives.
- Demonstrates positive school-community relations by helping develop, plan, participating and engaging in a variety of school/community events.
- Model and coach instructional methods in a variety of settings (whole group and small group) and provide follow-up support.
- Collect, create, and use diagnostic data to tailor instruction to meet the needs of the student(s)
- Collaborate with and coach teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs
- Provide ongoing training and follow-up in the use of assessment tools.
- Recommend ~~Select~~ instructional materials to meet student needs.
- Participate in collaborative instructional planning.
- Serves as division Dyslexia Advisor.
- Assess students using a variety of measures to determine appropriate placement and specific instructional needs.
- Conduct classroom visitations and provides feedback to teachers and administrators on the school's literacy program.
- Serve as a liaison between the school and the Department of Teaching, Learning and Accountability by attending meetings and disseminating information.
- Maintain an organized system and accessible location for the storage and circulation of reading and writing materials.
- Maintain a comprehensive inventory of instructional materials and resources.
- Assist with the planning and delivery of parent workshops and informational sessions involving the language arts program.
- Participate in parent conferences and provide instructional suggestions.
- Remain grounded in content standards and objectives in order to facilitate integrated and concept based instruction.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Complies with state laws, school board policies and superintendent regulations
- Models and encourages productive citizenship and respectful conduct of students
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

10.5 Months/ 210 days. Salary according to School Board Pay Plan.

EVALUATION

Performance of this job is evaluated in accordance with School Board policy and administrative regulations regarding the evaluation of licensed personnel.

APPROVED BY SUPERINTENDENT

5/29/19 (Updated 7/15/19)

JOB DESCRIPTION PREPARED BY

Director of Human Resources

The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.