

**SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION -READING SPECIALIST**

Job Title	Reading Specialist
Supervisor	Building Principal
Qualifications:	<ul style="list-style-type: none"> • NH Elementary Education Certification Required, • Reading & Writing Specialist Certification Required
Purpose	To provide leadership, coordination, collaboration, and innovation in reading curriculum and instruction, so that each student may drive maximum benefit from the reading curriculum.
Performance Responsibilities	<ul style="list-style-type: none"> • Provides instruction to students individually or in small groups, as appropriate. • Coordinates with the building Title I Program as appropriate. • Develops a district-wide literacy philosophy and curriculum, in conjunction with other staff members, and interprets it to the school administration, staff, and community. • Provides leadership and coordination in the regular program of literacy—reading, writing, listening, speaking—instruction. • Directs building reading testing as part of the district-wide testing program to determine the reading abilities of all students and to identify those students who need special assistance. • Interprets student needs and progress in reading remediation to the classroom teacher and parents. • Recommends adoption and use of varied instructional materials, including textbooks, reference works, kits, and trade books. • Conducts in-service workshops and demonstration pertinent to methods and materials appropriate to various levels of reading instruction. • Administers various literacy assessments to individual students as needed. • Confers with parents concerning individual students having special reading problems or requiring special remedial assistance, and with any parents requesting such a conference. • Assists with the development of special instruction programs for students with special needs. • Establishes a broadly based literacy materials center, including a professional library on reading for teachers and parents. • Meets with teachers individually and by grade-level teams to assess and coordinate program needs. • Promotes literacy to the community and communicates reading progress and concerns to the community. • Other duties as assigned by the Building Principal.
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Covered under the SREA Collective Bargaining Agreement
Evaluation	Evaluation by the Building Principal

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

December, 2021