



Mancos School District
Staff Job Description

Title: Title 1 Reading Specialist - K-5	FLSA Status: exempt
Reports To: Elementary Principal	Pay Range: refer to salary schedule
Prepared/Revised Date:	Work Year: 9 months

SUMMARY:

The reading specialist is responsible for providing direct instruction to students, individually, or in small groups, to enable students to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive CDE approved literacy program through coaching, supporting, and guiding teachers/paraprofessionals in best practices for literacy assessment and instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Provide direct instruction in reading for identified groups and individual students, with an emphasis on below grade level students, including SRD.	D	60%
2. Specialized knowledge of assessment and diagnosis that is vital for developing, implementing, and evaluating the literary program in general, and in designing instruction for individual students.	D	3%
3. Provide leadership as a resource to other educators, parents and the community.	D	2%
4. Attend Response to Intervention meetings and share data on student performance.	W	3%
5. Participate in parent conferences and provide instructional suggestions.	A	3%
6. Maintain an organized system and accessible location for the storage and circulation of reading materials.	D	2%
7. Identify and select CDE approved instructional materials to meet the needs of students with a Significant Reading Deficiency (SRD) and those below grade level.	A	3%
8. Provide guidance, lessons, progress monitoring, and resources to Title 1 paras for teaching tier 2-3 groups.	W	7%
9. Analyze progress monitoring data to ensure there is growth, and if not, then what changes need to be made to instruction, time, and/or group size.	M	2%
10. Analyze benchmark testing results in order to create reading intensive groups that are at the appropriate instructional level and group size.	Q	3%
11. Create READ Plans at the beginning of each year for SRD students and update the plans throughout the year as needed.	Q	7%
12. Communicate with parents at BOY, MOY, and EOY with DIBELS scores, Running	Q	3%



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Man Report, CDE talking points, home activity ideas based on student's needs, and welcome letters explaining Title 1 and Read Plans.		
13. Perform other duties as assigned.	D	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree- Reading Teacher or Reading Specialist
- Experience in teaching reading
- Experience in analyzing test results
- Experience with the 5 components of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension)

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of Title 1 and READ Act Rules and Regulations
- Knowledge of teaching reading and analyzing reading scores
- Intermediate oral and written communication skills
- Intermediate English language skills
- Strong interpersonal relations skills
- Intermediate organizational skills and flexibility to accept change
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must have a valid driver's license
- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment
- Microsoft and or Google applications

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Elementary Principal
- Direct Reports: Paraeducators

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				x
Administer a Budget				x
Monitor a Budget		x		
Coordinate a Budget		x		



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Initiate a Requisition		x		
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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel			x	

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x



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Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize			X	
Evaluate				X
Use Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	



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Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.

The signatures below indicate the job description has been reviewed by the employee with the supervisor.

Employee Name (print)

Employee Signature

Date

Supervisor Name (print)

Supervisor Signature

Date