

Tri-County Area School District  
Plainfield WI

Job Description

JD MIS 310  
Updated: September 2009

**Position Title:** **Reading Specialist**

**Qualifications:**

- Bachelor's Degree in Education.
- Certification as a 1-8 Teacher.
- Certification as a Reading Specialist
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to be able to lead and manage others effectively.

**Position Function:**

The Reading Specialist shall develop and implement a reading curriculum in grades K - 12.

**Specific Responsibilities:**

- Teach remedial reading as needed and help classroom teacher infuse reading into each content area so all teachers teach and/or reinforce reading.
- Act as a resource person to classroom teachers to implement the reading curriculum and in the content areas.
- Work with administrators to support and implement the reading curriculum.
- Conduct an annual evaluation of the reading curriculum.
- Coordinate the reading curriculum with other reading programs and other support services within the school district.
- Continue to update, revise, and evaluate the reading curriculum in grades K-12.
- Administer individual diagnostic reading tests as needed for student evaluation and assessment of needs and suggest the kind of remediation and/or intervention needed.
- Evaluate reading test scores and standardized reading tests for the district.
- Review reading budgets from staff for inclusion in the overall budget.
- Other such related duties as may be assigned.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Building Principals.