

Job Title: Instructional Specialist for Reading, grades 3-5

Reports to: Campus Administrators

Assignment: Intermediate Campus

Wage/Hour Status: Exempt

Pay Grade: Teacher Pay Scale, 197 days

Date Revised: 2023.3

Terms of Employment:

This FLSA exempt position (salaried, non-hourly) is on a work calendar of 197 days per school year. Pay is based on years of experience from the annually reviewed and board of directors adopted "Teachers, Nurses, Librarians, and Counselors" salary scale. Current year salary scales may be viewed on our school website.

Primary Purpose:

- Provide school-based support for implementation of ACA's reading and dyslexia programs.
- Provide auxiliary support as necessary for emergent bilingual students.
- Increase student achievement through enhanced instructional delivery and provide job-embedded professional development of teachers.

Education/Certification:

- Bachelor's degree from an accredited university (Master's degree preferred)
- Valid Texas Teaching Certification as a Reading Specialist, Master Reading Teacher or equivalent
- Extensive experience in teaching reading
- Training and experience in working with students with dyslexia or other reading disorders
- English as a Second Language certification is preferred
- Must complete HB 3 Reading Academy before or after hire

Experience:

- Three years academic educational experience required
- Proven record of success in teaching adult learners
- Experience in multiple grade levels preferred

Special Knowledge/Skills:

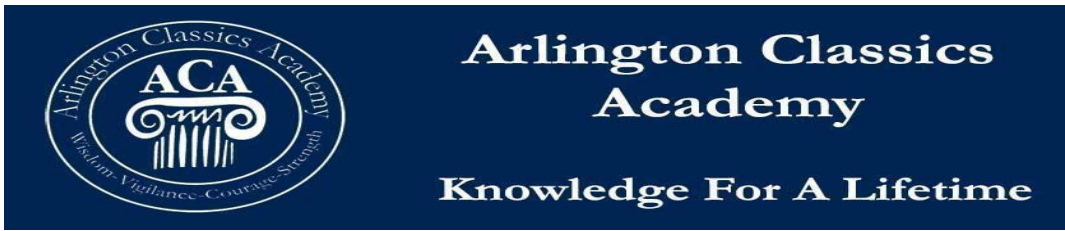
- Mastery of Reading practices, strategies, standards, and assessments
- Demonstrated knowledge in establishing an effective creative reading/writing rich classroom environment
- Reading modification services for special education students, ESL, and dyslexia
- Ability to instruct students and manage their behavior.
- Ability to develop and deliver training to adult learners.
- Strong organizational, communication, and interpersonal skills
- Proficient skills in keyboarding, word processing, spreadsheets, databases, and file maintenance
- Ability to train teachers in the use of assessment results to drive instruction

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Instructional Strategies

- Provide daily support to teachers by conducting demonstration lessons and classroom observations focused on reading including writing.
- Set the standard of high expectations and advanced academics for all students.
- Prepare lessons that reflect accommodations for differences in student learning styles.



- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- Work with the Principals and Assistant Principals to develop and implement curricular guidelines in the assigned area of responsibility.
- Ensure that the reading curriculum encompasses all required elements from the Texas Essential Knowledge and Skills as well as elements from Core Knowledge.
- Tap into students' creativity for developing informal as well as formal techniques.
- Incorporate choices into the curriculum to showcase students' strengths.
- Supplement the classroom teachers' instructional toolbox with best practices strategies for writing and reading.
- Teach students to develop basic, intermediate, and advanced reading skills such as skimming, scanning, eye movements, and speed reading with superior comprehension as well as advanced writing skills related to reading.
- Demonstrate the use of cooperative learning techniques.
- Conduct assessment of student learning styles and use the results to plan instructional activities.
- Coordinate intervention strategies and progress monitoring for struggling students.
- Conduct small group and/or "pull-out" instruction in the assigned area as needed including dyslexia.
- Assist teachers in differentiating instruction to meet the unique educational needs of all learners.
- 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.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

Communication

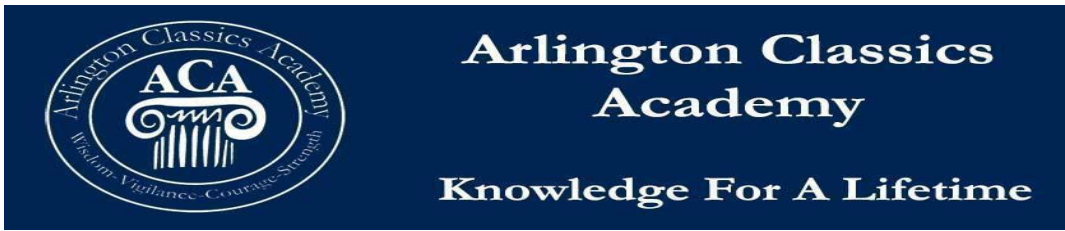
- Establish and maintain open communication by conducting conferences with parents, students, teachers, campus administrators, the Director of Academics, and the Executive Director of Schools.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective oral and written communication skills to present information accurately and clearly.

Professional Growth and Development

- Plan and provide staff development for teachers, administrators, and staff in the designated subject area.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Meet with teachers to analyze and interpret data, utilizing this analysis to identify areas of need in the core academic program.
- Assist with campus-based benchmark assessments and state assessments as needed.
- Attend and participate in faculty meetings and serve on staff committees as appropriate.
- Coordinate after-school assigned area tutoring programs.
- Coordinate assigned area initiatives for the campus.
- Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation.
- Participate in professional development activities to improve skills related to job assignment.

Other

- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.

**Supervisory Responsibilities:**

No direct supervisory responsibility, but observe and guide teacher use of technology, having input in the teacher evaluation process.

Equipment:

Computer, computer software programs and peripherals, teacher resource materials and equipment, printers, copier, fax, audio-visual equipment, telephone and other equipment applicable to position.

Environment:

May work prolonged or irregular hours; frequent district wide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Working Conditions:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional lifting of equipment (25 lbs).

Arlington Classics Academy does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, or any other basis prohibited by law.

The statements above are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. Supervisors may assign additional duties when deemed appropriate. Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform **each essential** duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Date

Signature