

**FREMONT SCHOOL DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Reading Specialist

**JOB GOAL:** To coordinate and oversee the literacy program, provide faculty training and support and provide instruction to students

**QUALIFICATIONS:** Appropriate certification/eligibility certificate to teach from the NH Department of Education  
Minimum of a bachelor's degree with a concentration in reading  
Ability to establish and maintain an effective working relationship with teachers, students, parents and the public  
Knowledge of basic education instructional techniques  
Knowledge of educational assessment and the ability to interpret data  
Ability to adapt teaching methods to students' learning style  
Must be willing to maintain appearance appropriate to assigned duties and responsibilities

**REPORTS TO:** Superintendent of school/ Building Principal

**TERMS OF EMPLOYMENT:** Determined by the Collective Bargaining agreement

**PERFORMANCE RESPONSIBILITIES:**

- Prepare and provide a variety of learning and literacy instructional materials as necessary
- Provide technical assistance to classroom teachers to support their literacy program
- Assist with curriculum planning and development for the literacy programs, analyzing the program, making suggestions for improvement
- Support the classroom literacy program through modeling and team teaching
- Assist with appropriate student placement and grouping practices
- Coordinates reading assessment and facilitates data analysis, resulting determining reading strategies for student success
- Provide remedial instruction in small group and individual settings
- Coordinate school wide/community reading events
- Assist the administration in the planning of professional develop programs
- Assist in the development of budgets, ordering, and the distributing of literacy materials
- Communicate with the staff, parents and the community regarding literacy
- Meet weekly with grade level teams, discussing student needs and developing plans for improvement
- Attend staff meetings and contribute to school/district committee

**DISCLAIMER:**

**This job description lists the general duties and is not intended to list every specific function required.**

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

- |                        |                       |
|------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Rarely required       |
| 4. Lift over 50 lbs.:  | Not required          |

- |                                  |                       |
|----------------------------------|-----------------------|
| 5. Carry up to 10 lbs:           | Occasionally required |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Not required          |
| 8. Carry over 50 lbs:            | Not required          |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Not required          |

**Hand Manipulation:**

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Not required                               |
| 4. Fingering:              | frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

**Other Physical Consideration:**

- |               |                       |
|---------------|-----------------------|
| 1. Twisting:  | Not required          |
| 2. Bending:   | Occasionally required |
| 3. Crawling:  | Not required          |
| 4. Squatting: | Occasionally required |
| 5. Kneeling:  | Not required          |
| 6. Crouching: | Occasionally required |
| 7. Climbing:  | Not required          |
| 8. Balancing: | Not required          |

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 3 <u>4</u> 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |  |           |
|--------------------------|--|-----------|
| 1. Talking:              | Necessary for communicating with others.           | 2.        |
| Hearing:                 | Necessary for receiving instructions and queries.  | 3. Sight: |
|                          | Necessary for doing job effectively and correctly. |           |
| 4. Tasting and Smelling: | Not required.                                      |           |

**Specific Vocational Preparation Requirements:**

- |   |          |
|---|----------|
| 1. Short demonstration only                                   | ___      |
| 2. Any beyond short demonstration up to and including 30 days | ___      |
| 3. 30-90 days   | ___      |
| 4. 91-180 days  | ___      |
| 5. 181 days to 1 year   | ___      |
| 6. 1 to 2 years   | ___      |
| 7. 2 to 4 years   | <u>X</u> |
| 8. 4 to 10 years  | ___      |

9. Over 10 years

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

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.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.