

NATIONAL SCHOOL DISTRICT JOB DESCRIPTION

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JOB TITLE: READING/LANGUAGE ARTS SPECIALIST

Job Purpose Statement(s): Provides leadership for the staff in implementation of the district program and meets school site needs in the area of reading/language arts.

Essential Job Functions:

- **Acts** as key facilitator in the implementation of integrated language arts, (including ESL), instruction in the school.
- **Provides** special instruction in a structured learning environment designed to enable students to be effective language users.
- **Provides** earliest intervention strategies for the prevention of reading deficiencies.
- **Provides** leadership for developing the language arts program; **models** in the classroom; **develops** thematic units with teachers across the curriculum, focusing on the acquisition of skills; and **selects** appropriate materials to accomplish these tasks.
- **Plans** and **teaches** cooperatively with teachers in the classroom.
- **Provides** inservice as needed to staff and community.
- **Schedules** time between classroom and pullout instruction as directed.
- **Assists** with assessment exercises.
- **Provides** support for transitioning students.
- **Participates** as reviewer/key planner in the Program Quality Review (PQR) process.

Other Job Functions:

- **Performs** other duties as assigned.

Job Requirements-Qualifications:

Experience Preferred: Three years of successful classroom experience.

Skills, Knowledge and/or Abilities required:

Skills in appropriate subject matter (language arts/reading), and oral and written communication; interpersonal skills using tact, patience and courtesy.

Knowledge of curriculum, education code, district policies.

Abilities to establish and maintain cooperative and effective working relationships with children and adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; make presentations; plan and organize work. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Licenses, Certifications, Bonding and/or Testing Required: Valid California teaching credential, Reading/Language Arts Specialist Certificate, valid California driver's license, Criminal Justice Fingerprint Clearance.