

Community Christian School of Baraboo

Reading Specialist Job Description

General Description: The Reading Specialist shall prayerfully guide students in the acquisition of reading skills necessary for academic success and partner with teachers to identify and intervene with students in need of reading assistance.

Responsible To: Principal

Qualifications: The Reading Specialist shall be one who has received Jesus Christ as Savior and Lord. The reading specialist shall faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of CCS. He/She shall be a person who exhibits and/or desires spiritual understanding in academic and leadership abilities that will allow him/her to “train up a child in the way he should go.” The reading specialist shall reflect the purpose of the school, which is to honor Christ in every activity.

- The reading specialist shall possess at minimum a Bachelor’s degree in Speech Language Pathology or Special Education
- The reading specialist shall have at minimum 5 years of experience working with students with reading difficulties

Duties and Responsibilities:

Spiritual:

- Model a daily walk with Jesus Christ in attitude, speech and actions.
- Show by example the importance of Biblical knowledge and study, prayer, witnessing, and unity in Christian fellowship.
- Follow the Matthew 18 principle in dealing with students, parents, administration, and staff.
- Encourage students to accept God’s gift of salvation and grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Show support for the role of parents as primarily responsible before God for their children’s education and assist them in the task.
- Demonstrate brotherly love within the Body of Christ for students, parents, and staff.

Role Specific:

- Partner with teachers and administration to identify students who may need reading intervention
- Conduct a biannual assessment of all students K-8 to document their individual level of reading proficiency.
- Administer Dyslexia Screening Test to identify reading deficiencies for students. Test should be administered every three years to identify if students qualify.
- Plan, implement, and follow up with interventions to remedy reading difficulties in students
- Meet regularly with students to execute individualized strategies for reading improvement
- Work with teachers to identify accommodations and instructional variations to better meet the needs of students with reading difficulties
- Communicate clearly with teachers, students, and parents in regard to student goals and progress in the program
- Communicate regularly with teachers about student progress during regular classes
- Work with administration and teachers to plan reading instruction and assessment that is most effective for a range of students
- Regularly document student deficiencies, improvement plans, and progress
- Share expertise and assist in staff development
- Act as the liaison to administration in interpreting and writing educational policies, procedures, and guidelines concerning dyslexic students

Professional:

- Utilize educational opportunities for professional growth.
- Seek and/or accept the counsel of the administrator and colleagues, while maintaining a teachable attitude.
- Provide input and recommendations for administrative and managerial functions in the school.
- Attend and participate in scheduled orientations, devotions, conferences, special school functions, seminars, retreats, in-service, and scheduled meetings i.e. committee, faculty, and P.T.F.
- Study and know the procedures for crisis management issues including, but not limited to, fire, tornado and lockdown drills.
- Contribute to the general improvement of the school program.
- Refuse to use or circulate confidential information inappropriately--giving a good report about other faculty and staff and keeping student information in the circle of those who absolutely need to know.
- Perform any other duties, which may be assigned by the administration.

Personal:

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Show respectful and faithful submission to constituted authority.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Recognize the need for good public relations. Represent the school in favorable and professional manner to the constituency and general public.
- Place the teaching ministry ahead of outside or volunteer work.
- Attend regularly and faithfully support a local church whose fundamental beliefs are in agreement with the *CCS Statement of Faith*.

Compensation

Offered salary will be commensurate with credentials and experience.

POSITION START DATE: August 1, 2020

Community Christian School of Baraboo uses excellent education to support parents in their task of bringing up children in the discipline and instruction of the Lord Jesus Christ.