

**JOB DESCRIPTION**  
**Teacher – Reading Specialist**

**IMMEDIATE SUPERVISOR:** Building Principal

**GENERAL DUTIES**

The reading specialist promotes and develops successful reading and writing instruction for students and performs duties in accordance with District policies and Title I regulations.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a Bachelor's degree from an accredited institution
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Demonstrates a very good command of oral and written English language
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- E. Maintain integrity of confidential information relating to students, staff, or district patrons
- F. Ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. The Reading Specialist is responsible for the following Title I duties:
  - 1. Supervision and development of lessons for paraprofessionals
  - 2. Consults with classroom teachers and paraprofessionals on student interventions
  - 3. Measures and analyzes student progress
  - 4. Plans and coordinates required parental involvement activities
  - 5. Builds and maintains positive professional communication with school staff and parents.
  - 6. Participating in creating and implementing research-based and differentiated reading curricula based on students' literacy needs.

B. Cultivate and model a respectful working and learning environment

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)  
 F – Frequently (2.5 – 5.5 hrs per day)  
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)  
 C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling		<b>X</b>			
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)			<b>X</b>		
Climbing (ladder)			<b>X</b>		
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms			<b>X</b>		
Repetitive use wrists			<b>X</b>		
Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation			<b>X</b>		
Using foot control		<b>X</b>			
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			<b>X</b>		

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date