

## **MABANK ISD JOB DESCRIPTION**

**POSITION/TITLE:** Reading/Language Arts Specialist (Title I, Part A)

**DAYS:** 187 or 197 days (Determined by C & I Department)

**REPORTS TO:** Campus Principal

**PRIMARY PURPOSE:** Supplemental assignment to serve as an instructional leader to enhance and improve the overall campus intervention Reading/ELA program.

### **QUALIFICATIONS:**

#### **Education/Certification:**

- Bachelor's Degree
- Valid Texas teaching certificate
- Meets Highly Qualified status
- Master Reading Teacher preferred

#### **Special Knowledge/Skills:**

- Knowledge of the science of reading
- Knowledge of multi-tiered systems of support (MTSS)
- Ability to identify specific needs of students
- Knowledge of administering and interpreting reading assessments
- Ability to deliver professional development to teachers
- Strong communication skills
- Ability to work independently with little direction; make presentations; plan and organize work
- Strong organizational, communication, public relations, and interpersonal skills

#### **Experience:**

- Three years of successful classroom experience in Reading/ELA.

### **RESPONSIBILITIES/DUTIES:**

- Work with teachers and administrators to provide quality tutorials, research-based small-group instruction, and research-based individual instruction for identified students.
- Work collaboratively with directors and campus principals in developing instructional programs including computer related instruction in reading/language arts.
- Conduct formative and summative assessments of student achievement.
- Analysis of data to determine instructional needs.
- Work with Curriculum and Instruction Department to provide quality reading/language arts professional development.

- Support parental involvement strategies in reading/language arts including family literacy nights, parent conferences, frequent home communication, and innovative parental involvement activities.
- Be a positive role model for students; support mission of MISD.

**Professional Growth and Development:**

- Take part in professional development activities to meet the needs of struggling students in the school wide program.

**Policy, Reports, and Law:**

- 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.

**Other:**

- Perform other duties as assigned by the Campus Principal and/or the Chief Academic Officer.

**WORKING CONDITIONS:**

**Mental Demands / Physical Demands / Environmental Factors:**

- Maintain emotion control under stress.
- Frequent prolonged and irregular hours.
- Lifting boxes
- Frequent district wide travel and occasional statewide travel.

**SUPERVISORY RESPONSIBILITIES:**

None

**EVALUATION:**

- Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Reviewed and agreed to by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Campus Principal** \_\_\_\_\_ **Date:** \_\_\_\_\_