

Reading Specialist/Coach/Tutor

Position is responsible for providing training and support to teachers and assisting with Reading program implementation. Position performs classroom visitations, collects and reports student data, and monitors program.

Essential Duties and Responsibilities

- Develops and conducts in-service training for Reading teachers regarding the program, instructional strategies, and best practices.
- Assists teachers in the improvement of instructional performance, and monitors improvement.
- Demonstrates lessons in classroom situations for observation by teachers.
- Coordinates the testing of students.
- Coordinates Reading schedules with existing instructional programs.
- Monitors the progress of students
- Serves as a resource to school administrators and content area teachers in identifying reading needs, adapting instructional techniques, and implementing Reading program.
- Collects and reports student data.
- Initiates and maintains effective liaisons with district and professional associations to maintain a current knowledge of Reading and instructional best practices.
- MAY PERFORM OTHER DUTIES AS ASSIGNED**

Skills And Knowledge

- Demonstrates enthusiasm and commitment toward the job and the mission of the company; supports the company's values in the strategic areas of academic excellence, operational performance, superior culture, and financial health and growth, as outlined in the Employee Handbook.
- Works and interacts with staff and relates to individuals at all levels of the organization; relates to individuals at all levels. As unique situations present themselves, the incumbent must be sensitive to corporate needs, employee goodwill, and the public image.
- Strong time management & organizational skills and the ability to prioritize wisely.
- Ability to guide and offer suggestions in effective instructional techniques and strategies.
- Ability to establish and maintain effective working relationships with teachers, students, parents, the community, and administrative staff.
- Establishes excellent interpersonal skills between all constituents: being courteous, professional, and helpful.
- Ability to organize, prioritize and manage multiple priorities.
- Ability to drive projects to completion, while insisting on highest level of quality.
- Ability to consistently be at work, be on time, follow instructions, respond to management direction, and solicit feedback to improve performance.
- Proficient experience with Microsoft Office (Word, Excel, PowerPoint), Student Information System (SIS).
- Good knowledge of company and departmental policies and procedures.
- Detailed knowledge of Federal, State, and local requirements for K-12 schools and charter school law.

Job Requirements

- Level 1: Associates degree; Level 2: Bachelor's degree
- Demonstrated evidence of involvement in school activities involving leadership responsibilities.
- Reading Specialist Certification.
- Effective instructional delivery techniques and excellent communication skills.
- Proficient experience with Microsoft Office (Word, Excel, PowerPoint), Student Information System (SIS).
- Commitment to company values.

Work Environment

Responsibilities

While performing the responsibilities of this position, the work environment characteristics listed below are representative of the environment the employee will encounter

- Usual office working conditions.

Salary: Associates Degree: \$20.00 per hour; Bachelor's Degree: \$33.00 per hour. Position is contractual but can lead into a full-time position.