

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** Reading Specialist

**REPORTS TO:** Principal/Coordinating Supervisor of Language Arts

**QUALIFICATIONS:** Certification in Reading or English  
Required criminal background check and proof of US citizenship or legal resident alien status.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches individuals and small groups of students within a classroom to strengthen reading skills (K-8) on a daily basis.
2. Teaches individuals and small groups of students advanced reading skills (K-8) on a daily basis.
3. Acts as a resource person to directly aid teachers in improving techniques in teaching reading (K-8).
4. Helps design and implement reading programs to meet needs of all exceptional readers (K-8).
5. Assists in teaching in-service reading workshops in each school.
6. Assists the Coordinating Supervisor of Language Arts in evaluating the reading program.
7. Evaluates students' reading proficiencies and prepares individual instructional plans to address student needs.
8. Under the direction of the building Principal and Coordinating Supervisor of Language Arts, prepares annual budgets for the reading program.
9. Under the direction of \_\_\_\_\_, purchases program materials.

1/09

Approved: 5/12/09

Revised: 9/24/09