

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

READING SPECIALIST:

GENERAL RESPONSIBILITIES:

To assist and support classroom teachers and administrators in identifying at-risk students. To provide prescriptive intervention strategies and remediation for academically at-risk students by working with students and staff. To provide teacher support by modeling appropriate reading strategies in classrooms through the implementation of a language-based, multisensory, structured, sequential, cumulative, cognitive, and flexible approach. To meet with staff and provide appropriate resources. To provide students with high quality instruction to move students to grade level proficiency.

QUALIFICATIONS:

1. Possesses Bachelor's Degree or Higher Degree
2. Holds valid New Jersey Reading Specialist / instructional or educational services certificate, certificate of eligibility with advanced standing (CEAS), or certificate of eligibility (CE), with necessary and appropriate endorsements for the specific position, in accordance with state law and regulation.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption from requirement.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Special Services

RESPONSIBILITIES:

- Evaluate to ascertain the appropriate instructional levels and develop methods, materials and programs for individual students to assist in development of effective interventions to be implemented;
- Create or select short and long-term plans based on district and state curriculum requirements, student profiles, and instructional priorities;
- Monitor implementation and effectiveness of the prescribed interventions and report results to supervisor of special services on a regular basis;
- Directly instruct individual students and small groups of students who are in need of academic instruction;
- Record data on academic interventions being facilitated;

- Model strategies and activities for teachers in classrooms as appropriate;
- Serve as academic consultant to students, parents, teachers, and administrators in the interpretation and evaluation of educational data and programs;
- Serve on the Intervention & Referral Services Committee to provide guidance and advice to teachers and parents regarding academic development and to assist in designing effective action plans;
- Collaborate with Intervention & Referral Services Committee as needed to recommend additional intervention strategies for students experiencing difficulty after interventions have been implemented in the classroom;
- Attend staff and departmental meetings;
- Perform duties as requested by the building principal, assistant principal, supervisor of special services, or designee within the scope of the job description.

TERMS OF EMPLOYMENT: Ten-month work year. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY THE RFH BOARD OF EDUCATION: August 6, 2019

AMENDED/APPROVED BY THE RFH BOARD OF EDUCATION:

March 28, 2022