



QUALIFICATIONS OF K-12 READING SPECIALIST

TRAINING

- Required:
- Any credential authorizing services as an administrator in the elementary or secondary grades, or experience teaching elementary or secondary reading classes
 - Any credential authorizing teaching in the elementary or secondary grades
- Preferred:
- Training beyond credential requirements in school administration and supervision
 - Ability to speak Spanish
 - Reading Specialist credential or Master's in Reading.
 - CLAD/BCLAD certificate

EXPERIENCE

- Required:
- That required for the credential
 - Three years of experience in education
- Preferred:
- Experience working with teachers in staff development and curriculum development

OTHER QUALIFICATIONS

- Knowledge of:
- Appropriate strategies for teaching reading
 - Adult learning theory
- Ability to:
- Communicate well, both orally and in writing
 - Provide staff development in reading and categorical programs
 - Establish and maintain cooperative and effective working relationships
 - Plan, organize, implement, monitor, and evaluate aspects of the District's reading instructional programs, class reduction program, and categorical programs
 - Coach teacher in delivering direct instruction in reading

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF K-12 READING SPECIALIST

Primary Function

The K-12 Reading Specialist is a staff position responsible for programmatic, curricular, categorical, and staff development in reading to enable K-12 students to make optimum academic progress.

Duties and Responsibilities

The K-12 Reading Specialist:

1. Presents in-services for teachers, support staff, administrators, and parents and assists with other staff development activities and peer coaching in the areas of balanced literacy
2. Assists schools with the implementation of successful reading strategies/programs and intervention programs for students at-risk of retention and/or who have not made adequate progress toward passing the High School Exit Exam
3. Coordinates training and follow up for Project Read and other District reading programs
4. Writes, coordinates, monitors and evaluates grants to support reading instruction and student achievement in reading
5. Cognitive coaches new K-3 teachers, Miller-Unruh teachers, and secondary teachers of reading and teachers who attend staff development focused on reading instruction;
6. Assists principals in developing school wide reform efforts to promote literacy by researching programs, scheduling site visits, coordinating training, ordering instructional materials, and providing follow-up activities to the initial training
7. Assists principals and teachers in the implementation of District Language Arts Standards and the alignment of curriculum, instruction, and assessment to the Standards
8. Assists with the development, implementation, and assessment of programmatic and curricular changes, necessary to ensure that K-3 class size reduction is successful
9. Assists with categorical program planning, implementation, and assessment for at-risk students;
10. Maintains an ongoing program of self-improvement to keep current on reading strategies/programs

K-12 Reading Specialist, Duties and Responsibilities

Page 2

11. Assists the supervisor in carrying out other duties and responsibilities as directed
12. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations;
and
13. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.

7/96; 8/99; 6/00