

TRENTON PUBLIC SCHOOLS

Human Resources Department

108 North Clinton Avenue

Trenton, New Jersey 08609

JOB DESCRIPTION:

POSITIONS: READING SPECIALIST

LOCATION: ALL ELEMENTARY SCHOOLS

QUALIFICATIONS:

1. An advanced degree in reading/language arts or currently enrolled in a graduate program in reading from an accredited college or university.
2. Possession of New Jersey Elementary Teacher Certification.
3. Possession of New Jersey Reading Specialist Certification preferred and/or coursework in progress toward certification.
4. Minimum of five years of teaching experience at the elementary school level and demonstrating ability to have positive effects on student learning.
5. Demonstration of abilities to skillfully apply knowledge effectively in the classroom and in other professional settings in order to plan, implement, and model high quality reading instruction.

DUTIES:

1. Provide direct instruction in the areas of reading and writing with identified groups and individual students, with an emphasis on emergent, beginning, and transitional readers in grades K-2.
2. Collaborate with Supervisor of Humanities for Elementary, Literacy Specialists and teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs.
3. Participate in collaborative instructional planning during Professional Learning Community (PLC) meetings.
4. Assess students using a variety of measures to determine appropriate placement and specific instructional needs.
5. Support classroom teachers in their efforts to advance students with different learning needs within the classroom by helping to adjust, to modify and to enrich curriculum
6. Teach students reading strategies that will support success in the content area subjects in grades K-2 needing TIER 3 intervention.
7. Use formative and summative assessments and document student progress and achievement
8. Communicate effectively with school administrators, classroom teachers, families and students through face to face dialogue, and written messages to track and communicate student progress.
9. Perform other duties as assigned by the Principal.

TERMS OF EMPLOYMENT: Ten (10) month position.

REPORTS TO: Principals

SALARY: Per TEA contract

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER