

**June 8, 2017**

**Riverview School District**

**POSTING**

**Reading Specialist**

The Riverview School District has a potential opening for a Reading Specialist candidate. Pennsylvania certification is required. Please see job description for additional details.

Interested applicants should submit a letter of interest, resume, current credentials, transcripts and current clearances by Friday, June 16, 2017 to:

Mr. Eric Hewitt, Principal  
Riverview Jr/Sr High School  
100 Hulton Road  
Oakmont, PA 15139

# RIVERVIEW SCHOOL DISTRICT

## READING INTERVENTION TEACHER (Grades 7-9)

### JOB DESCRIPTION

**TITLE:** Reading Intervention Teacher (Grades 7 -9)

**QUALIFICATIONS:**

1. Master's Degree from an accredited institution and State Certificate to practice as a K - 12 Reading Specialist;
2. Understanding of data collection and analysis, response to intervention, remediation and enrichment strategies.
3. Competent computer skills
4. Strong interpersonal skills for both internal and external communications
5. Strong organization and problem-solving skills
6. Ability to work independently and as a team member
7. Demonstrates a commitment to ongoing education/continuing professional development.

**REPORTS TO:** Building Principal/s

**SUPERVISES:** Students

**GOAL:** Provides targeted remedial and enrichment language arts/reading support to students in grades 7 – 9 to assist each student with deriving maximum benefit from the K-8 reading and writing curriculum and being prepared for high school learning. Collaborates and consults with elementary staff and gifted education teacher to support systemic and cohesive ELA curriculum.

### ESSENTIAL FUNCTIONS:

1. Advisory:
  - a. Observes readers in the classroom, upon teacher's request.
  - b. Assists classroom teachers in the diagnosis of students and collaborates in planning the instructional strategies for both remedial and enrichment needs.
  - c. Assists in the selection of appropriate materials utilized by the classroom teacher for corrective measures, enrichment and customized education.
  - d. Provides demonstrations of new methods and materials, including team teaching when needed.
  - e. Interprets and disseminates results of assessment data.
  - f. Establishes and maintains an effective learning climate in the school and fosters good interpersonal relations among students and staff.
  - g. Meets at least quarterly with 5-9 relevant staff to monitor needs and adjust interventions accordingly.
  - h. This is a data driven position and the intervention teacher's schedule will be based on the monitoring of ongoing data and changes in student needs.

- i. Assists teachers in diagnosing individual student reading and writing weaknesses and matches these areas of need with appropriate strategies and resources based on the PA CORE for ELA and cross curricular content area subjects.
2. Developmental Reading:
  - a. Develops and implements a remediation plan for students identified as being in the lower proficient range, basic, or below basic range on PSSA or other assessments.
  - b. Develops and implements an enrichment plan for students identified as being in the higher proficient range or advanced range on PSSA or other assessments.
  - c. Maintains relevant literature collection and resources to support remedial and enrichment needs of students in collaboration with media specialist.
  - d. Plans and conducts periodic evaluations to assess the need for changes to the middle school reading program.
  - e. Provides consultation on an appropriate ELA assessment plans for K – 8.
  - f. Provides administration with periodic reports of how the middle school reading specialist role impacts student progress using quantitative data.
3. Curriculum
  - a. Plans and develops relevant special reading projects as approved and supported by administration
  - b. Serves as a resource to administration in areas of reading instruction and curriculum.
  - c. Provides targeted support in the development and implementation of the 7-9 reading program. Consults and coordinates with grades 5, 6 and 9 teachers as appropriate.
  - d. Using input from teachers and evidence from data, provides input and support to assist the administration with monitoring and adjusting the K-12 Reading/ELA curriculum to meet student needs and teacher instructional needs.
  - e. Provides administration with consultation that assists administration with ensuring that reading is a component of the K-9 Language Arts program.
4. Remediation
  - a. Assesses reading referrals of parents/guardians, teachers, and support staff pertaining to remedial needs of grade 7 and 8 students. Provides input to RCEPs.
  - b. Provides for remedial instructional needs of students in grades 7-9 through collaboration with staff, occasional small group instructional formats and staff development in content area reading strategies.
5. Enrichment
  - a. Assesses reading referrals of parents/guardians, teachers, and support staff pertaining to enrichment needs of students. Provides input to RCEPs.
  - b. Provides for enrichment instructional needs for students in grades 7-8 through collaboration with staff, occasional small group instruction and staff development in content area reading strategies.
6. Uses online programming, blended learning and STEAM integration, as appropriate to meet the needs of students.
7. Works collaboratively with teachers and administration to prioritize tasks and goals annually and quarterly through various structured communication modes.

8. Performs such other tasks related to position and assumes such other responsibilities related to the position as the principal may from time to time assign.

**The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.**

#### **POSITION SPECIFICATIONS:**

<b>Physical Demands</b>	Sitting at desk for extended periods Standing for limited periods of time Frequent bending, stooping, twisting, reaching, grasping Light lifting – up to 25 pounds Frequent carrying – up to 25 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding Requires physical endurance
<b>Sensory Abilities</b>	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
<b>Work Environment</b>	Includes indoor and outdoor responsibilities The noise level in the work environment varies on a daily basis based on circumstances presented
<b>Temperament</b>	Ability to work as a member of a team Must be cooperative, congenial and service-oriented Ability to work in a multi-tasking environment with frequent interruptions
<b>Cognitive Ability</b>	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read and write Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively
<b>Specific Skills</b>	Ability to operate office equipment Ability to use computer technology efficiently and effectively Must possess proficient data entry skills Must possess proficient math and accounting skills
<b>Comments</b>	Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.*

**TERMS OF EMPLOYMENT:**

Regular Professional Teacher Status

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District and Riverview Education Association CBA.

**EVALUATION:**

Performance of this job will be evaluated semi-annually in accordance with provisions of the applicable policies of Riverview School District Act 93.

***Riverview School District is an Equal Opportunity Employer.***

***I have read and understand the requirements, duties, and responsibilities for this position.***

***Employee's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Supervisor's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_