

PCSB: 8013  
 Pay Grade: E07

FLSA: Exempt  
 PTS

**9-12 READING SPECIALIST**

**REPORTS TO:**

Executive Director, High School Education

**SUPERVISES:**

Instructional Staff  
 Support Staff

**QUALIFICATIONS:**

Master's degree from an accredited college or university with certification in Reading, a core area of Curriculum and Instruction, or an equivalent certification as defined by the Florida Department of Education. Florida Reading Endorsement required. Five (5) years of related professional experience to include three (3) years of successful teaching experience in secondary reading. Demonstrated organizational and communication skills.

**PREFERRED:**

Certification in Administration/Supervision, Educational Leadership, or School Principal.

**MAJOR FUNCTION**

The 9-12 Reading Specialist is responsible for the supervision of the high school curriculum, instruction, and assessment program in reading. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

**ESSENTIAL RESPONSIBILITIES**

- Advocates, facilitates, and monitors the alignment of curriculum, instruction, and assessment improvement in the accomplishment of district strategic plan for reading and writing.
- Serves as a consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups.
- Promotes, reviews, and communicates progress toward the high school reading and division strategic plan.
- Facilitates high school articulation of the reading and writing program.
- Manages data collection and reporting functions in reading; uses data in decision-making.
- Represents reading on cross-functional teams.
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of high school reading.
- Serves as liaison with community groups, parents, colleges and universities, and other agencies.
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division.
- Evaluates and improves the planning process.
- Communicates budget needs to the Teaching and Learning Services Team.
- Solicits and listens to customer input from staff, schools, parents, and community.
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions.

## 9-12 READING SPECIALIST

### ESSENTIAL RESPONSIBILITIES (Continued)

- Develops customer service standards for the reading office.
- Continually evaluates and improves customer satisfaction processes.
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives.
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in reading.
- Assists school personnel in analyzing data for continuous improvement of student achievement in reading.
- Interprets impact of state legislation and State Board rule on high school reading.
- Collaborates with Technology and Information Services; Assessment, Accountability and Research; and schools to determine data needs and formats for classroom, school, and district analysis.
- Coordinates professional training for high school reading teachers and administrators.
- Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities.
- Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to high school reading.
- Assists schools in securing appropriate instructional materials.
- Participates in School Improvement planning.
- Interprets and monitors for schools the school board curriculum policy regarding high school reading; provides policy input.
- Provides for the evaluation and improvement of high school reading programs.
- Establishes and oversees annual budgets from various funding allocations to support high school reading.
- Assists schools with articulation of the reading s program from grade to grade and level to level.
- Monitors the results of school improvement research and development in reading.
- Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding reading achievement, including comparisons and benchmarks.
- Contributes to Teaching and Learning Services' accountability for results aligned to all district strategic directions.
- Performs other related duties as assigned.

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED 04/14 CH; BOARD APPROVED; 4/22/14; REVISED MQs 04/09/21, LM; BOARD APPROVED: 04/27/21

**9-12 READING SPECIALIST**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				