

RUMSON SCHOOL DISTRICT  
Rumson, New Jersey

**I. TITLE: READING SPECIALIST**

**II. QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and Reading Specialist Endorsement
2. Demonstrated ability to provide leadership in the development of reading programs, evaluation of curricula and diagnosis of reading problems
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
  
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**III. REPORTS TO:** Superintendent/Designated Supervisor

**IV. SUPERVISES:** Pupils

**V. JOB GOAL:**

To help provide an instruction and learning environment which fosters the ability of each pupil to master reading skills appropriate to age, grade level and individual potential.

**VI. PERFORMANCE RESPONSIBILITIES:**

1. Provides leadership and coordination in the regular program of reading instruction; observes reading instruction in classrooms and consults with teachers as requested.
2. Directs a district-wide assessment program to determine the reading abilities of all pupils and to identify those needing remediation or enrichment.
3. Plans and administers a program to provide remedial and advanced reading instruction.
4. Develops lesson plans and instructional materials.
5. Provides individual and small group instruction in order to meet the needs of each pupil.
6. Monitors pupil progress toward State standards and district objectives of reading instruction; develops and maintains records and reports as necessary.
7. Interprets pupil needs and reading progress to classroom teachers and parents.
8. Evaluates the district's reading program and makes recommendations for improvements as appropriate.
9. Recommends adoption and use of varied reading instruction materials.
10. Plans and conducts inservice workshops pertinent to methods and materials appropriate to various levels of reading instruction.
11. Consults with members of the child study team at individual case conferences as requested.
12. Interprets reading test results to the administration, teaching staff and the community.
13. Participates in school-level planning, faculty meetings, committees and other school system groups.
14. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
15. Upholds and enforces school rules, administrative regulations and board policy.
16. Performs other duties within the scope of his/her employment and certification as may be assigned.

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**VII. TERMS OF EMPLOYMENT:**

Work year and salary to be determined by the board.

**VIII. ANNUAL EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Adopted:

**Legal References:**

<u>N.J.S.A. 18A:6 7.1 et seq.</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6 10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 7F</u>	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A. 9:2.4.2</u>	Children's records
<u>N.J.S.A. 18A:16 2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25 2</u>	Authority over pupils
<u>N.J.S.A. 18A:26 1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26 1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26 2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28 3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28 5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28 8</u>	Notice of intention to resign required
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-12.13</u>	Reading specialist
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10 2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10 4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.</u>	
<u>Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.</u>	