

**BOARD OF EDUCATION, SCHOOL DISTRICT 148  
DOLTON, COOK COUNTY, ILLINOIS**

**Job Description  
Reading Specialist (Consultant Position)**

A. Qualifications

1. Master's Degree in Reading
2. Reading Specialist Certificate
3. Minimum 3 years of administrative or district-coordinator experience
4. Valid Illinois Standard Elementary Teaching Certificate

B. Job Responsibilities

1. Create and implement a district-wide strategic plan for increasing reading achievement based on qualitative and quantitative student achievement data in reading

- Establish a district vision and mission for improving student reading achievement
- Set high reading performance goals for the district and align district resources so goals can be met
- Work with the district's Reading Committee to ensure teacher input for developing the strategic plan
- Work with school principals to develop action plans for each school
- Apply current research and best practices in all action plans
- Identify potential issues and obstacles that negatively impact struggling readers and provide strategies to resolve these issues and obstacles
- Identify and offer professional development that addresses weaknesses in the reading instructional program

2. Create and implement a reading intervention program that bridges gaps between the current reading-instructional program and student achievement

- Establish a resource directory of researched-based reading-intervention strategies for teachers to use to bring about increased student achievement and will

also address Rtl protocol

- Assist schools in creating a thirty-minute reading intervention instructional block that addresses the needs of struggling readers and proficient readers

3. Observe teachers in their classrooms and assist them in enhancing their ability to utilize intervention strategies

4. Serve as a resource for SFA/Rtl coaches

#### C. Duties

Manage and prioritize budget(s) to ensure instructional, operational and fiscal responsibilities are met

Use data to identify areas of improvement and monitor reading performance

Set performance improvement targets for students and staff

Collaborate with staff in creating a Strategic Plan for increasing student achievement

Effectively delegate responsibility of tasks and decisions

Actively engage in community activities

Submit to District Office a monthly report of activities

#### E. Consulting Contract Terms

1. To be determined

#### F. Evaluation

1. By the superintendent or her designee