

Columbia Academy

Job Description

Lower School Reading Specialist

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: LOWER SCHOOL READING SPECIALIST
REPORTS TO: LOWER SCHOOL PRINCIPAL
PAYROLL STATUS: SALARY EXEMPT, FULL-TIME, TEN MONTH
TYPICAL HOURS: 7:30 A.M. – 3:30 P.M.

PURPOSE AND SCOPE OF THE POSITION

The lower school reading specialist reports to the lower school principal and is responsible for overseeing the education and training of students with language and learning disabilities and/or deficiencies in the area of reading.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Provide instruction and intervention to students in Jr. K - 6th grade who need additional support in reading in the areas of phonics, vocabulary, comprehension, and reading fluency (small group setting).
2. Monitor student progress with informal and formal assessments (i.e., easy cbms, RIGBY).
3. Collaborate with teachers to meet students' needs in the classroom by providing accommodations and strategies.
4. Providing support and instruction in reading for grades Jr. K-6, as needed
5. Provide math instruction for students in grades 1 and 2, as needed.
6. Perform other duties as assigned by the Lower School Principal.
7. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal Lower School Reading Specialist shall
 - Have earned a college degree or its equivalent in the area of Special Education, Reading Specialist, ELL or Speech and Language Therapy.
 - Have general knowledge of computer programs including the ability to operate computerized word processing programs and e-mail at a highly proficient level
 - Feel comfortable teaching and working with young children
2. The Lower School Reading Specialist must demonstrate the following skills
 - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
 - Excellent interpersonal skills including effective written and verbal communication

- Ability to multi-task and prioritize items quickly
 - Attention to detail and high level of accuracy
 - Ability to anticipate work needs and follow through with minimal direction
 - Ability to demonstrate sound judgment in decision making
3. The Lower School Reading Specialist must demonstrate the following personal attributes
- Fully committed to his/her Christian faith in belief and practice
 - A member in good standing of a local church of Christ
 - Excellent integrity and demonstrate good moral character
 - Completely honest, trustworthy and dependable
 - Possess cultural awareness and sensitivity
 - Be flexible and enthusiastic
 - Demonstrate a sound work ethic

WORKING CONDITIONS

The Lower School Reading Specialist may spend a significant period walking to and from classrooms to assist teachers and/or to get groups of students to work with. They will spend time each day preparing and implementing appropriate instruction for Jr. K-6th grade students in the areas of language arts and math.