

## Reading Specialist

**Job Title:** K-8 Reading Specialist  
**FLSA Status:** Exempt  
**Employment Status:** Full Time  
**Reports to:** Director of Teaching and Learning  
**Date:** 4/25/25

**PURPOSE/FUNCTION:** Provide reading support to support literacy growth across the curriculum.

### QUALIFICATIONS

1. Personal faith in Jesus Christ and a commitment to the mission of Moline Christian School.
2. A Bachelor's degree or equivalent work experience is required.
3. Adept at using classroom technology.
4. Ability and flexibility to be trained in a variety of areas.
5. Ability to work with students with disabilities in inclusion settings.
6. Character, willingness, and availability to fulfill the needs of the job description.
7. Highly motivated and able to work collaboratively.
8. Excellent communication skills, both verbal and written.
9. Ability to problem-solve and think creatively.
10. Ability to exercise discretion and professionalism in confidential and sensitive student matters.

### ESSENTIAL DUTIES/RESPONSIBILITIES

1. Is positive and enthusiastic with all students.
2. Understands and works with a variety of student ability levels.
3. Helps with positive behavior management strategies for all students.
4. Maintains confidentiality for students at MCS.
5. Helps with administrative duties as needed.
6. Communicates clearly through speaking and writing.
7. Assists struggling students to improve their literacy skills.
8. Collaborates with teachers to promote the learning and implementation of best practices in literacy instruction.
9. Creates and examines data to measure the success of literacy programs and instruction.
10. Teach targeted literacy intervention to small groups of students daily using research-based strategies and resources.
11. Trains for and implements reading specific curriculums such as *Wilson Reading System* and *Special Reads*.

12. Conduct individual and school wide assessments in order to evaluate levels and targeted interventions.
13. Review student achievement and assist with placing students in appropriate reading and writing intervention and support services.
14. Meet regularly with the classroom teachers to plan literacy instruction that correlates with the individual student's needs or as requested by the classroom teacher.
15. Collaborate with the Educational Support Services Team to plan student support.
16. Other job duties as assigned.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This is a role that requires equal amounts of standing/walking and sitting at a desk for the majority of the school day.

#### **EDUCATION REQUIREMENTS**

1. Bachelor's degree from an accredited college or university.
2. Special Education or Reading Specialization training preferred.
3. Valid Michigan teaching certificate.