

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

TITLE I READING SPECIALIST AND TRAINER

Certificated Job Description

RANGE:

Salary Schedule 5, 205 days

IMMEDIATE SUPERVISOR:

Title I Coordinator

ESSENTIAL FUNCTIONS:

1. The Title I Reading Specialist and Trainer will design and coordinate reading programs and intervention strategies and will provide staff development at school sites operated by the Alternative Education Department of the Kern County Superintendent of School Office.
2. Will coordinate the assessment of student progress and the monitoring of student achievement in regard to the literacy intervention program.
3. The Reading Specialist will provide direct services to targeted students.
4. Conduct reading support and staff development to alternative education teachers, administrators, instructional aides and paraprofessionals so that the individual needs of students can be met. This may include working in classrooms with groups of children or with individual students to demonstrate effective practices.
5. Communicate with general and special education teachers regarding reading instruction and literacy diagnostics.
6. Develop, in a cooperative manner with the Accountability Specialist, a plan for the improvement and enrichment of reading instruction throughout the Alternative Education programs. This would include taking a leadership role in materials and program selection at each school site.
7. Evaluate the effectiveness of school site literacy programs.
8. Maintain a professional attitude in working with students, staff and parents.
9. Follow written and oral directions of the site and County Office administrators.
10. Report issues that may endanger a student's well-being directly to the site administrator.
11. Attend site and/or County Office teacher's meetings.
12. Participate in in-service programs.
13. Comply with all requirements of the Kern County Superintendent of Schools Office as specified in policies, regulations and memoranda.
14. Maintain accurate and complete records that are required by law, County Office policy, and procedures.
15. Maintain a safe and secure campus environment.

16. Use techniques of positive behavior modification, when possible.
17. Follow institutional policy in handling student referrals and custody.
18. Other duties may be assigned by the Coordinator, Principal, Director and/or Division Administrator as needs arise.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Willingness to abide by the rules and regulations of the Kern County Superintendent of Schools in a professional, efficient manner.
2. Possession of a broad repertoire of teaching skills.
3. A command of knowledge in his or her field of responsibility.
4. Ability and willingness to stay abreast of current educational research with regard to reading and literacy.
5. Knowledge and application of technology, as appropriate for an educational setting with regard to reading and language arts preferred.
6. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
7. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Command of general information about how students develop, act, think, learn and feel.
2. Ability to be creative and to make decisions based on sound educational philosophy and institutional requirements.
3. Ability to work with and communicate with people effectively.
4. Ability to advocate for alternative education.
5. Knowledge and the ability to utilize a wide variety of instructional resources related to the needs of students.
6. Ability to work and communicate with people effectively and cooperatively.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a Reading and Language Arts Specialist Credential. At least one (1) year of experience as a reading specialist, preferred.

Or

2. Must hold a basic teaching credential AND a Reading Certificate with three (3) years of experience teaching in a reading or literacy program.
3. Bachelor's Degree required.

B. Experience:

1. Successful experience working with at-risk or delinquent youth preferred.
2. Experience and core academic subject competence in this field.

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