

# Prodeo Academy

*Job Title: Reading Specialist*



## POSITION DESCRIPTION

Prodeo Academy, a PK-5th<sup>th</sup> grade public charter school serving the Twin Cities, is a meaningful education solution that is closing the opportunity gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

**Reports To:** Principal and Academic Dean

## VISION FOR POSITION

Under the direction of the principal and Academic Dean, the responsibilities of the position fall into two categories. The reading specialist is responsible for providing direct instruction to students, individually or in small groups, to enable students to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive literacy program at the assigned school through coaching, supporting, and guiding teachers in best practices for literacy instruction. The Reading Specialist is also responsible for working with the Principal, Academic Dean, and the Director of Curriculum to ensure that the school has a strong Reading intervention curriculum in each grade, which includes creating and revising curriculum and assessments. This can include supervising and/or supporting Reading Interventionist and reading interventions. The Reading Specialist also takes shared ownership over the school's reading intervention results and works with the Principal and Academic Dean to revise and problem solve as necessary.

## ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Instruction

- Provides targeted instruction to students
- Adopts and articulates the most effective instructional practices
- Provides curriculum support and training for teachers and continuous staff development that supports school initiatives
- Models and coaches instructional methods in a variety of settings (whole group and small group) and provides follow-up support
- Participates in collaborative instructional planning
- Assesses students using a variety of measures to determine appropriate placement and specific instructional needs
- Performs other duties related to the content when assigned

### Classroom Management

- Radiates warmth; is a positive presence when standing in front of students

**PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM**

- Speaks with leadership and confidence
- Creates a safe, predictable environment for students; has high expectations for students
- Values school-wide consistency and implementation of the most effective practices, follows school's Common Picture routines, procedures and expectations

### **Data Analysis**

- Collaborates with the Academic Dean and lead planners on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs
- Sets and achieves ambitious goals with students
- Manages and shares data regularly
- Develops Data Driven plans every 6 weeks for small groups and individuals
- Remains grounded in content standards and objectives in order to facilitate integrated and concept based instruction

### **Professional Development**

- Attends all professional development offered by the school, including a 2-week training in August
- Attends coaching meetings, is receptive to frequent observations, and implements feedback
- Is organized and well-prepared for all sessions
- Follows through on next steps from professional development
- Works hard to achieve professional goals

### **Grade Team Participation**

- Attends, participates, and presents during meetings
- Approaches team work with humility and offers help even when it hasn't been asked for
- Shares resources, plans and ideas openly
- Maintains an organized system for the storage and circulation of reading and writing materials when necessary
- Remain grounded in content standards and objectives in order to facilitate integrated and concept based instruction

### **Communication**

- Checks and responds to email and phone messages within 24 business hours
- Speaks kindly of others at all times
- Stays solutions-orientated when faced with complex challenges

## **SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS**

### **General Requirements**

- Education required: BA/BS degree
- Five (5) years of successful classroom teaching experience in which the teaching of reading was a responsibility, required
- Other Desired:
  - Record of exemplary results with students
  - Advanced training beyond minimum license requirement
  - Knowledge and application of assessment tools and data management
  - Experience related to students who have experienced trauma
  - Experience in behavior management techniques

**PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM**

## **Knowledge & Skills**

- Outstanding attention to detail and willingness to get the job done
- Ability to communicate and interact effectively with multiple stakeholders
- Able to multi-task and work in a fast paced entrepreneurial environment
- Knowledge and proficiency of MS Office (Word, Excel, Powerpoint) and Google Suite