
Position Title:	Reading Coordinator	
Qualifications:	Wisconsin DPI License #317	
Reports To:	Elementary Principal	
Approved By:	Board of Education	Date: November 28, 2000
Revised:	April 27, 2009	

I. Summary:

Coordinates the reading instructional program and acts as a resource to teachers and staff to enable each student to master reading skills appropriate to his or her age, grade level, and individual capacity.

II. Essential Duties and Responsibilities:

- A. Provides leadership and coordination of the reading program.
- B. Develops a district-wide reading philosophy and curriculum and interprets it to the school administration, the staff, parents and the public.
- C. Conducts in-service workshops and demonstrations pertinent to methods and materials appropriate to various levels of reading instruction.
- D. Regularly observes reading instruction in elementary classrooms, and, upon request of principals, helps teachers improve their performance.
- E. Consults with members of the student personnel team at individual case conferences as requested.
- F. Confers with parents concerning individual students having special reading problems or requiring special remedial help, and with any parents requesting such a conference.
- G. Interprets, as appropriate, test results and statistical data concerning reading to the administration, staff, and public at large.
- H. Perform such other duties as the elementary principal determines.
- I. As a representative of the school district, deals with the public and school employees in a courteous and professional manner.
- J. Is knowledgeable and follows all district policies.
- K. Assists with the selection of appropriate assessment instruments for assessing the growth of students.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience
Master Degree in Education

B. Certificates, Licenses, Registrations:
Wisconsin DPI Certification #317
Current CPR, AED and First Aid certification, and Driver's license.

- C. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- D. Mathematical Skills:
Ability to read and interpret charts, graphs and compute sums.
- E. Reasoning Ability:
 - 1. Ability to define problems, collect data, establish facts and draw valid conclusions.
 - 2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
- F. Technology Skills:
 - 1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
 - 2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.
- G. Other Skills and Abilities:
 - 1. Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
 - 2. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- H. Physical Demands:
 - 1. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
 - 3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.
- I. Work Environment:
 - 1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - 2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.