

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Elementary Reading Intervention Specialist

**Supervisor:** Building Principal

**FLSA Status:** Non-Exempt

**Employee Group:** Certified

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#### Qualifications:

1. Valid Illinois teaching certificate, including Reading Teacher endorsement or Reading Specialist certificate
2. At least three years successful classroom teaching experience at the elementary level
3. Experience supporting teachers in literacy research and techniques preferred

#### Terms of Employment:

- Nine (9) month Teacher Contract
- May require organizational and professional development meetings

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Use data from local and state assessments and curriculum based measures to identify at-risk students and plan effective intervention instruction.
2. Actively participate in building Rtl meetings.
3. Coordinate with the school principal and Rtl Team to develop a schedule to deliver services to identified students in the program.
4. Provide Tier 2 and Tier 3 instructional interventions in literacy to at-risk students as determined by the Rtl Team.
5. Collect and maintain required data on individual student progress data, and disseminate to principal, teachers, and/or parents at regular intervals, as determined by the Rtl Team.
6. Compile reports as needed.
7. Work closely with classroom teachers to coordinate efforts of the intervention program with classroom instruction to promote student success.
8. Support staff in authentic integration of appropriate and effective reading strategies across the content areas.
9. Select and acquire books for use in lessons maintaining fidelity with district curriculum.

10. Work with elementary staff to enhance vertical articulation, continuity and effectiveness of reading instruction.
11. Participate in District workshops on the Comprehensive Literacy Framework and Comprehensive Intervention Model.
12. Keep current with best practices and requirements as they relate to your job assignment
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.