

# PANHANDLE AREA EDUCATIONAL CONSORTIUM

## JOB DESCRIPTION

### CONSULTANT II – IS – READING SPECIALIST

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in reading.
- (2) Certified by the state of Florida in reading or reading endorsement.
- (3) Must maintain certification as a reading specialist
- (4) Minimum of five (5) years successful teaching experience, in which teaching reading was an important part of the position.
- (5) Minimum of two (2) years experience providing educational services to multiple school districts.
- (6) Valid Florida Driver's License.

#### TRAVEL EXPECTATIONS (by land or air):

Heavy – More than 1,500 miles per year

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of coaching and teaching reading. Ability to express facts and ideas clearly and concisely orally and in writing. Ability to organize time and materials. Ability to prioritize tasks and responsibilities. Knowledge of state and District curriculum and assessment priorities and related statutes, rules, and policies. Knowledge of child growth and development, learning theory, and current best practices. Ability to use computer hardware and software to accomplish instructional and administrative functions. Ability to interact effectively with professional staff, parents, and students.

#### REPORTS TO:

Program Coordinator for Academic and Professional Development

#### JOB GOAL

To provide leadership in the planning, development, implementation and evaluation of quality standards based professional development in reading instruction to districts to ensure the best opportunity for highly qualified teachers.

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Act as an instructional leader in guiding, directing, modeling, and supervising reading instruction across the K-12 curriculum, including the Title I Program.
- \*(2) Work collaboratively with administration to develop, implement, and coordinate a comprehensive K-12 Reading/language Arts program.

## **CONSULTANT II – IS – READING SPECIALIST (Continued)**

- \* (3) Provide a wide variety of staff development offerings and act as a resource in Reading/Language Arts for teachers, parents, administrators, and community members.
- \* (4) Support authentic ongoing reading assessment.
- \* (5) Actively seek funding opportunities and procure funds from local, state and federal sources that support the delivery of content based professional development services.
- \* (6) Assist in the evaluation and selection of materials, equipment, or other products needed to provide services to districts, schools, teachers, and / or parents.
- \* (7) Establish a work plan for managing timelines, tasks, and resources.
- \* (8) Disseminate materials and information on current research related to reading/Language Arts.

### **Inter / Intra-agency Communication and Delivery**

- \* (9) Serve as liaison among PAEC, districts, and the Florida Department of Education as assigned.
- \* (10) Direct and coordinate project planning to involve PAEC staff, district and school personnel, community representatives and others when appropriate.
- \* (11) Maintain a close working relationship with district and community personnel to ensure information exchange, coordination and support for the decision-making process, and the collection of feedback concerning services.

### **Professional Growth and Improvement**

- \* (12) Facilitate the development, implementation, and evaluation of staff development activities in content, service, or project areas.
- \* (13) Keep well informed about current trends and best practices in reading instruction.
- \* (14) Keep abreast of federal and state laws, rules, and policies relevant to assigned areas
- \* (15) Set high standards and expectations for self and others.
- \* (16) Conduct needs assessments, provide awareness activities, and deliver or coordinate professional development training to assist districts with curriculum revision or program implementation.
- \* (17) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues as assigned.
- \* (18) Model principles of learning and effective teaching in instructional delivery.
- \* (19) Conduct a personal assessment quarterly to determine professional development needs with reference to specific assignments.

### **Systemic Functions**

- \* (20) Prepare and submit *monthly progress reports* and maintain appropriate records.
- \* (21) Support the goals and priorities of the Consortium.
- \* (22) Consistently represent PAEC in a positive and professional manner.
- \* (23) Model organizational sensitivity and awareness.
- \* (24) Support PAEC's strategic plan by serving on strategy teams and other Consortium committees.
- \* (25) Serve on the Instructional Services Team.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**CONSULTANT II – IS – READING SPECIALIST (Continued)**

**Leadership and Strategic Orientation**

- \*(27) Establish or assist in establishing goals and objectives for programs or projects.
- \*(28) Actively support and participate in the implementation of the PAEC Strategic Plan.
- \*(29) Utilize problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- \*(30) Use appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- \*(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

**PHYSICAL REQUIREMENTS:**

Medium Work– Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and Benefits for this position are compensated in accordance with performance Pay Grade 5 of the approved PAEC Compensation Plan.

Length of work year and hours of employment shall be established by the PAEC Board of Directors through the district of record, the Washington County School Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PAEC Board of Director’s policy on evaluation of personnel.

**Job Description Supplement No. 12 (Medium Work)**

\*Essential Performance Responsibilities

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_