

Educational Service Center of Medina County

Job Description

Title: **Reading Specialist**

Reports To: Superintendent or Director of Special Needs Initiatives.

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Bachelor's degree in education from an accredited college or university.
- Possesses appropriate State of Ohio teaching certifications/license.
- Acquires alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

Plan, develop, schedule, and implement remedial reading educational program for students identified with such needs; evaluate and revise the programs as appropriate.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.

11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

Essential Functions:

1. Ensures safety of students.
2. Teaches and evaluates the students using sound instructional practices.
3. Effectively manages the classroom and individual student behavior to maintain a good learning environment.
4. Work with students individually, in small groups, and/or in co-taught classrooms.
5. Maintains accurate, complete, and correct records as required.
6. Provides guidance and counsel to the students/parents that will promote their welfare and their proper educational development.
7. Makes provisions for being available to students and parents for educational-related purposes outside the instructional day (for example, parent/teacher conference).
8. Assists the administration in implementing all procedures and rules governing student life and conduct; develops reasonable rules of classroom behavior and procedure for the classroom and maintains order in the classroom in a fair and just manner.
9. Takes necessary and reasonable precautions to protect equipment, materials, and facilities.
10. Demonstrates knowledge of subject matter and presents clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners.
11. Identifies student needs and cooperates with other professional staff in assessing and helping students solve health, attitude, and learning problems.
12. Interacts in a positive manner with staff, students, and parents.
13. Maintains respect at all times for confidential information, e.g., student records.
14. Promotes good public relations by personal appearance, attitude, and conversation.
15. Attends meetings and in-services as required.
16. Establishes and maintains cooperative relationships with parents through effective communication and conferences.
17. Observes ethics of the teaching profession; exhibits professional behavior, emotional stability, and sound judgment.
18. Maintains record of student progress.
19. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
20. Maintains and improves professional competence.

Other Duties and Responsibilities:

1. Responds to routine questions and requests in a timely, appropriate manner.
2. Assists in the determination of appropriate curriculum, materials, supplies, and texts in cooperation with the Director of Special Needs Initiatives and/or principal.
3. Attends professional growth seminars, workshops, etc., to keep current on relevant issues.
4. Participates in intervention assistance team meetings.

5. Refers attendance, health, and psychological/emotional problems to principal and/or guidance counselor.
6. Perform any additional duties determined by the administration of Educational Service Center of Medina County as appropriate for the delivery of the service continuum.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA, and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: