

JOB DESCRIPTION

FORM

TITLE: Reading Supervisor

QUALIFICATIONS: Must hold a valid Louisiana Type A Certificate. Minimum of five years experience as a school administrator.

GOAL: To support principals and teachers in the implementation of the district literacy initiative. The Reading Supervisor will work with administration and teachers to collect and analyze data and use this information to guide instructional decisions in order to improve student reading achievement.

TERMS OF EMPLOYMENT: 12 months

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory

a. Supervision received

1. Directly: Superintendent
2. Indirectly: NA

b. Supervision exercised

1. Directly: NA
2. Indirectly: teachers and paraprofessionals

2. Organizational

a. Internal

1. Continuous contact with principals and teaching staff.
2. Frequent contact with superintendent, Richland Parish Administrators

b. External

1. Frequent contact with SDE and Regional VIII Service Center
2. Occasional contact with reading advisory councils and professional reading organizations.

B. Performance Responsibilities

1. Plan program of self-improvement and professional growth.
2. Assess literacy needs for district.
3. Develop system-wide activities to address identified literacy needs.
4. Facilitate implementation of district reading program.
5. Participate in professional development opportunities and stay abreast of literacy research.
6. Assist schools with analyzing school data and plan for improvement using strengths and weaknesses identified.
7. Serve as district expert for literacy programs.
8. Assist with literacy professional development for teachers and paraprofessionals.
9. Supervise end of the year evaluation of district literacy program.
10. Perform all other duties as required.

Employee's Signature

Date