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www.cityhigh.org

Job Description

Job Title	Secondary Reading Specialist
Position Summary	This position involves planning and supporting literacy instruction for teachers and students in grades 9-12 in various areas including fluency, comprehension, vocabulary, and differentiation for students at a myriad of ability levels. It requires independent work as well as working as part of various collaborative teams and content areas throughout the school. The secondary reading specialist analyzes and utilizes reading assessment data to determine instructional needs and skill deficits, and develops whole class and small group lessons and interventions based on discovered needs through the lens of Structured Literacy. The Reading Specialist also supports ongoing literacy initiatives as well as implementing new initiatives as appropriate, and continuously encourages enthusiasm in the power and importance of reading throughout the school.
Qualifications	A minimum of a Bachelor's degree in Education as well as a Reading Specialist Certification. Knowledge of the Science of Reading and Structured Literacy approaches to reading instruction and intervention. Experience in secondary education is preferred. Additional qualifications described below.
Essential Job Functions	Coordinate and facilitate schoolwide literacy instruction. See below for more detailed information.
Reports to	Chief Academic Officer/Principal
Salary Range	\$50,500 to \$92,200 plus a generous benefits package including health insurance, paid time off, an attendance monetary incentive, a 401k retirement program (with matching contributions) and a 4-day school schedule that includes alternating Mondays off.

Essential Functions:

Duties include but are not limited to:

1. *Planning and Supporting Literacy Instruction*
 - a. Provide daily in-class instructional support in various heterogeneous classrooms to students and teachers
 - b. Provide individualized, targeted reading instruction to students using research based reading strategies and resources
 - c. Plan and support vocabulary instruction across all content areas
 - d. Ongoing familiarization with curriculum to determine areas of best fit for literacy skills
 - e. Share strategies and best practices that will improve literacy instruction across the curriculum both informally and through structured professional development sessions
 - f. Meet as needed or requested with classroom teachers to plan and support literacy instruction
 - g. Attend grade level team and content team meetings
2. *Analyzing Data to Inform Literacy Instruction*
 - a. Collaborate with CAO, Teacher Coach and Structured Literacy Team to analyze data including but not limited to Star and PVAAS scores
 - b. Help to establish schoolwide literacy goals based on assessment data
 - c. Design interventions and small group support for readers at various levels using a variety of co-teaching models and research-based strategies and resources
 - d. Assess success of various interventions and adjust accordingly
3. *Maintaining Ongoing Literacy Initiatives*
 - a. Active Reading across all content areas
 - b. Cultural Literacy Book Adoption Process

- c. Schoolwide Little Library
4. *Planning and Executing Yearly Literacy Events*
 - a. Banned Books Week
 - b. Student-run Family Literacy Night
 - c. WPCTE English Festival
 - d. Professional development opportunities for teachers
5. *Teaching Potential Senior Elective*
 - a. Create and implement a senior literacy-based English elective
 - b. Includes two seminars as well as two independent assignments each week
 - c. Offer elective courses that are of high interest and engagement

Skills and Qualifications:

- Strong background in Reading and/or English education, the Science of Reading principles, and research-based literacy strategies at the secondary level
- Knowledge of Pennsylvania Structured Literacy requirements
- Creative and effective ideas for improving student literacy outcomes and celebrating the joys of reading
- Exceptional collaboration and communication skills
- A growth mind-set and strong work ethic
- Flexibility and adaptability for working with various teachers, content areas, and a variety of students
- Effective data analysis and problem-solving skills with the ability to identify challenges, determine potential solutions, and implement plans
- Time management that will allow handling of multiple responsibilities simultaneously
- The ability to learn quickly in a unique and fast-paced urban educational environment
- Familiarity with Google Suite and educational technology such as Google Read&Write, Snap&Read, Learning Ally and various AI programs
- Attention to detail and follow-through with focus on the overall big picture of schoolwide literacy
- A passionate belief in the mission and core beliefs of City High and a commitment to increasing the success of our students, families, and the school