



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 400 Extra-Duty Assignments
TITLE: 002 Reading Facilitator

TITLE:	Reading Facilitator
QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Valid Special Reading K-12 teaching certificate in the State of Missouri* Minimum of three (3) years classroom teaching experience* Selected by the Superintendent, Assistant Superintendent, and the Coordinator of Curriculum & Instruction
REPORTS TO / EVALUATED BY:	Coordinator of Curriculum & Instruction Building Principal
TERM OF POSITION:	10-months + 20 additional days throughout the summer months
SALARY:	Applicable column and step on the school district's salary schedule Extra-duty stipend for the additional 20 days during summer
JOB GOAL:	Work collaboratively with all staff members to ensure that all students are actively engaged in challenging and developmentally-appropriate curriculum aligned to the state standards.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Coordinate the articulation of the reading curriculum, Missouri State Standards, and grade-level expectations with the staff, students, and community.* Share professional expertise and knowledge about the best educational practices, instructional strategies, materials, and resources with colleagues.* Provide mentorship to teachers.* Coordinate, lead, and participate in professional development as it pertains to the teaching and learning of reading.* Collect, analyze, and distribute data related to student achievement and use said data to formulate recommendations for improvement.* Implement and assist colleagues in the use of new instructional reading materials to align teaching and learning with the state's grade-level expectations.* Involve parents and community in the teaching and learning of reading.* Increase the effective use of technology in the teaching and learning of reading.* Promote instructional excellence.* Observe classroom instructional practices. Collaborate and assist classroom teachers with improvements in teaching and learning strategies.* Coordinate and monitor the Accelerated Reading Program.* Coordinate and monitor the Title I Program.* Write grant, and coordinate and monitor the Reading is Fundamental Program.* Work collaboratively with the librarian to increase reading enjoyment.* Assist in the hiring process of all Title I reading specialists.* Coordinate and monitor the Title I after-school tutoring program.* Collect and analyze data for the selection of students for the remedial summer school program.* Organize and attend the Saturday Reading Festivals.



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- * Organize and attend the monthly Family Reading Nights.
 - * Perform all other duties as assigned by the Coordinator of Curriculum & Instruction, Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005