



Job Description

Position: High School Reading Specialist (Title 1)

Professional Supervisor: Supervisor of Academic Progress

Administrative Supervisor: School Leader

General Description: The Covenant Academies Foundation operates year-round charter high schools offering a traditional high school diploma to dropout and at-risk students ages 16-22. Provides supplemental reading instruction and intervention to students in the area of reading and literacy as identified by student data and in accordance with the district approved Title 1 reading curriculum; addresses specific educational needs of students as it relates to reading deficiencies and gaps by providing diversified literacy and reading strategies and activities specifically designed for targeted students; provides feedback regarding student progress, expectations, goals and activities to stakeholders, including quarterly student conferences; progress monitors students progress and efficacy of strategies, interventions and curriculum and adapt those interventions as needed.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant Academies Foundation philosophy and mission statement in all his/her school activities
- Demonstrates a belief in all students ability to succeed and meet high expectations
- Collaborates with the Assessment Coordinator to review data from given benchmark assessments for the purpose of assessing the level of students' competencies in reading and literacy
- Uses student data to inform instruction, guide and monitor learner progress with available tools and develop an intervention plan, in accordance with the Title I approved curriculum, for struggling learners in relation to reading
- Provide individualized and/or small-group instruction for students in the Title 1 program using research based principles of effective reading instruction and interventions for the purpose of improving student success in academics and making progress towards earning their high school diploma and post-secondary success
- Differentiates instruction based on students' learning styles and needs
- Evaluates students' performance within Title I reading education for the purpose of determining student progress and/or developing remediation plans
- Maintains appropriate records for the purpose of preserving the progress of the interventions in place. Reports on such progress to the weekly MTSS team on each student with an intervention plan
- Collaborates with stakeholders for the purpose of improving the quality of student outcomes, developing solutions, achieving established program objectives, and/or planning curriculum in relation to literacy and reading
- In collaboration with teachers, develops and maintains a daily schedule of students receiving intervention services
- Daily documentation of student attendance and progress including intervention strategies utilized

- Establishes standards for student behavior that are designed to ensure academic integrity and maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning
- School activities — Teachers are required to attend and participate in such other activities as directed by the School Leader and/or Supervisor of Academic Progress such as: staff meetings (before or after school hours), assessment windows, open houses, graduations (2 per year), etc.
- Uses computers and other technology provided to assist students
- Acts in accordance with the professional duties and directives as given by the Supervisor of Academic Progress, and meets administrative and mission expectations as set forth by the School Leader
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Covenant Academies Foundation manuals pertinent to the position

Essential Skills and Abilities

- Must possess servant leadership qualities and demonstrate excellent customer service skills, both in verbal and written formats, to all stakeholders
- Ability to understand the needs of dropout, homeless and youth with extreme barriers that the academy serves with sensitivity and compassion
- Masterful knowledge of literacy curriculum and best practices
- Ability to collect and analyze statistical data from a variety of sources including diagnostic/benchmark assessments, formative, interim and summative assessments
- Ability to maintain complete and accurate records and statistics and develop meaningful reports from that information
- Ability to plan and evaluate strategies for improving instruction
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Ability to understand the awareness of and sensitivity to the needs of dropout, homeless and at-risk youth that the Covenant Academies Foundation serves
- Must possess servant leadership qualities and demonstrate excellent customer service skills, both in verbal and written formats, to all stakeholders
- Ability to work collaboratively with other teachers to interpret and produce numeric representations of student data, and use it to drive instructional decisions
- Receptive to professional learning on a regular basis
- Ability to embrace change and adapt to ensure excellent student outcomes and growth
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree
- Valid Michigan Secondary Teacher Certification
 - Preferred endorsement is Reading Specialist-BR, Reading-BT, Special Education, English-BA, Language Arts-BX
- Valid driver's license
- Excellent oral and written communication skills
- Must be able to pass a background check

- Previous experience working with Title I students and curriculum preferred
- Additional certifications or endorsements in other subject areas is a plus
- Proficient in technology, including Google Suite for Education
- Passion for working with at-risk youth in a hybrid learning setting

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time to include only duties allowed under Title I funding.

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