

**Job Number 1234568**

Job Description

---

**Job Title:** Reading Specialist

**Location:** Minne Lusa Elementary School

**Reports To:** Coordinator of Early Literacy

**Work Schedule/FLSA Status:** per negotiated agreement / Exempt

**Salary Schedule:** As outlined in applicable negotiated agreement

**Position Purpose:** The purpose of this position is to provide direct intervention instruction to identified students as determined by the Omaha Public Schools Early Literacy Plan.

**Knowledge, Skills, and Abilities:**

- Bachelor's Degree in Education or equivalent required; Master's Degree Preferred.
- Obtain and maintain a valid Nebraska Teaching License, with Reading Specialist endorsement.
- Knowledge of current teaching methods and educational pedagogy.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to maintain a classroom of students.
- Ability and patience to work interactively with students.
- Skill in organization, time management, communication, and interpersonal skills.
- Ability to deliver teaching instruction in accordance with improved curriculum and standards.
- Excellent skills in verbal and written communication.
- Ability to understand the individual needs of each student.
- Ability to effectively use Microsoft Outlook and the student information system.
- Displays a significant degree of professionalism and confidentiality.
- Ability to conform to proper standards of professional dress and appearance.
- Knowledge of OPS's mission, purpose, goals and the role of every employee in achieving each of them.

**Essential Performance Responsibilities:**

- Provides direct instruction to identified students, using intervention materials and strategies recommended and approved by the Curriculum and Instruction Support Department in a small group or one – on – one setting.
- Administers and interprets specific diagnostic reading assessments.
- Collaborates with school personnel to develop an appropriate plan for identified students.
- Analyzes student achievement data to inform instructional decisions.
- Maintains current data for all identified students and provides periodic progress reports to school personnel.

**Additional Duties:**

Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

**Equipment:** This position may require the ability to use SMART boards and iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with OPS's guidelines for equipment use.

**Travel:** Limited travel may be requested.

**Physical and Mental Demands, Work Hazards:**

- Must be able to respond rapidly in emergency situations.
- Must have organization, time management, communication, and interpersonal skills.
- Work in school building environments.

**Interrelations:**

- Contact with personnel within the district and other stakeholders.
- Will be working under the direct supervision of the building administration in order to complete day to day tasks.
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy.
- Must understand and respond appropriately to stakeholder needs and maintain a positive attitude with all.
- Expected to interact with all internal and external stakeholders in a friendly, professional manner and provide quick, responsive service.

**Employee Punctuality and Appearance:**

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator.
- All employees are required to report to work dressed in a manner that reflects a positive image of Omaha Public Schools and is appropriate for their position.

### **Terms of Employment:**

This position is treated as a full-time exempt certified position. The terms of your employment will be governed by applicable state laws regulating employment or teaching in a Nebraska public school and Board of Education policies, as those laws and policies may change from time to time, and the Teacher Contract. If your position is represented by a collective bargaining representative, then your employment will also be governed by a negotiated agreement between OPS and that collective bargaining representative.

Terms of employment are contingent upon:

- Verification of a valid Nebraska Teaching License or other required license.
- A background check which demonstrates background is acceptable for the position sought and working with or around students.
- Verification of U.S. Citizenship or legal authorization to work in the United States.
- Successful completion of a tuberculosis skin test (if required by federal law for your position).
- Execution and delivery to OPS of a Teacher Contract presented by OPS.

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities, employment, and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131. (531-299-0307)

The Omaha Public School District is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, please contact the Human Resources Department at 531-299-0240.

