

1 **Board Policies**  
2 **Series: 500**  
3 **Section: 530**  
4 **Policy #: 531.7**  
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**Blair-Taylor School District**  
**PERSONNEL**  
**PROFESSIONAL STAFF POLICIES**  
**READING COORDINATOR JOB DUTIES**

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8 **JOB TITLE:** Reading Coordinator  
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10 **JOB SUMMARY:** The Reading Coordinator is responsible for identifying and diagnosing  
11 underachieving students in reading in grades K-12. Children with such reading  
12 difficulties shall receive instruction and services directed toward the removal of  
13 such deficiencies as outlined by the reading coordinator. Such instruction and  
14 services shall be coordinated with all other reading instruction.  
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16 **REPORTS TO:** Building Principals, Superintendent  
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18 **JOB DUTIES:**  
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- 20 1. Be the resource person for the district's reading program.
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- 22 2. Research and evaluate on a continual basis the reading programs conducted in the schools.
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- 24 3. Aid in developing short and long-term objectives for reading instruction in the schools.
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- 26 4. Organize and conduct in-service programs for classroom teachers and administrators based on  
27 specific needs and goals as determined through evaluation and communication.
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- 29 5. Investigate and evaluate materials and recommend purchase. (Serve on textbook committees and  
30 all others that affect reading)
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- 32 6. Study, evaluate and introduce innovative programs and materials and assist in their implementation.
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- 34 7. Raise the reading consciousness of all district personnel through frequent communication,  
35 development of a professional reading library and materials center displaying new "hardware".
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- 37 8. Increase public relations with the community through informational and instructional workshops and  
38 conferences regarding all reading programs.
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- 40 9. Diagnose and plan instructional programs for seriously disabled readers.
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- 42 10. Aid in implementing and evaluating district-wide testing programs.
- 43 11. Aid principals and teachers in developing and evaluating special instructional programs in the  
44 schools.
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- 46 12. Participates when necessary as a member of the multi-disciplinary team.
- 47 13. Maintain records of test scores, achievement, instructional recommendations and evaluations of all  
48 referrals to the remedial reading program.  
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51 **QUALIFICATIONS:** Qualifications have been identified as REQUIRED or PREFERRED for the job.  
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54 (R) = Required

- 55 (P) = Preferred
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- 57 (R) Interpersonal skills to deal courteously and effectively with students, teachers, administrators, and
- 58 the public.
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- 60 (R) Valid DPI license including a 316 or 317 reading license.
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- 62 (P) Experience working with children in the differentiated teaching environment.
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66 **PHYSICAL CHARACTERISTICS:**

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68 The Dictionary of Occupational Titles characterizes this job as a Sedentary position. Sedentary  
69 work is defined as: Exerting up to 10 pounds of force occasionally and/or a negligible amount of  
70 force frequently to lift, carry, push, pull, or otherwise move objects, including the human body.  
71 Sedentary work involves sitting most of the time, but may involve walking or standing for brief  
72 periods of time.

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74 The Classification of Jobs further defines the physical factors as: Frequently reaching, handling,  
75 fingering, talking, hearing and using near acuity and visual accommodations.

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79 **TERMS OF EMPLOYMENT:** 190 day contract; additional curriculum time may be assigned in  
80 accordance with the Master Agreement.

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83 **EVALUATION:** Annually for the three year probationary period and once triennially  
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102 **LEGAL REFERENCE: 118.19, 118.21, 121.02(q) Wis. Stats.**

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104 **First Reading: 10/7/91**

**Adopted: 10/21/91**  
**Amended: 08/30/04**  
**Reviewed: 02-15-10**

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109 **Clerk: \_\_\_\_\_**