

San Antonio ISD

Job Description

PROGRAM SPECIALIST

DYSLEXIA

Rev. 4-2017



Opening: April 12, 2017
Reports To: Director – 504/Dyslexia
Dept. /School: Dyslexia Department

Closing: April 27, 2017
Wage/Hour Status: Exempt
Pay Grade: Admin. Program JG-4

Terms of Employment:

11 months/197 days per year. Salary is at Administrative Program Job Group 4 on the SAISD Compensation Plan on a term or probationary contract, as applicable. Entry level is at an annual rate of \$52,819.64 with additional consideration for directly related experience.

Primary Purpose:

The primary purpose of the Dyslexia Program Specialist is to provide daily dyslexia instruction at assigned campuses as well as provide professional development at the campus and district level. Professional Development includes but is not limited to Dyslexia Intervention Programs, Dyslexia Awareness (both campus and parent sessions), 504 Law, Strategies for the Struggling Reader, Characteristics of Dyslexia and Related Disorders, the Referral Process, Dyslexia Evaluation and Report Interpretation, and Progress Monitoring/Data Analysis. Program Specialists will coach teachers and work closely with administration to ensure best practices in dyslexia intervention and student accommodations. Program Specialists will serve as valuable resources in the area of 504/dyslexia increasing dyslexia awareness across the district.

Minimum Qualifications:

Education/Certification:

- Bachelor's Degree from an accredited four (4) year college or university
- Degree in Reading preferred
- CALT or Master Reading Teacher preferred
- Valid Texas Teaching Certificate with required endorsements for subject and level assigned
- Successfully complete training in the district's dyslexia program
- Travel within district to campuses as assigned
- Must have reliable transportation and have valid Texas driver's license and a good driving record. Must meet and maintain liability insurance coverage eligibility.
- Occasional Saturdays required
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by employee

Experience:

- Three (3) years successful teaching with experience in the area of dyslexia, reading or special education

Special Knowledge/Skills:

- Knowledge of the Multi-Sensory Teaching Approach
- Knowledge in development and implementation of lesson plans that fulfill the requirements of the district's Dyslexia Intervention Program.
- Knowledge of accommodations for differences in learning styles
- Demonstrated knowledge of reading strategies and differentiated instruction
- Demonstrated knowledge of dyslexia and dyslexia procedures
- Knowledge of federal, state, local and district laws, policies and procedures related to Dyslexia and Section 504
- Strong organizational, communication, and interpersonal skills
- Demonstrated oral and written communication skills
- Experience developing and facilitating Professional Development to a variety of audiences

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Instructional Management

1. Serve as the campus Dyslexia teacher at campuses as assigned.
2. Implement the district dyslexia intervention program.
3. Employ a variety of instructional techniques consistent with the needs and capabilities of the student groups involved.
4. Work with campus 504/Dyslexia Coordinator to maintain compliance with Section 504.
5. Cooperate with other members of the staff in planning and implementing instructional goals. Coordinate services with other involved school personnel in planning and providing joint instruction for students.
6. Support a common vision for program improvement and student achievement.

Student Growth and Development

1. Assess the progress of the students in the Dyslexia Intervention Program on a regular basis using formal/informal assessments and provide progress reports as required.
2. Work with administrators and teachers to collect and analyze data, interpret, and use it to guide instructional decisions.
3. Keep accurate and complete records for students serviced and submit as required.
4. Communicate with parents through progress reports, conferences or phone calls.
5. Act as a positive role model for students and support the mission of the San Antonio Independent School District.

Classroom Management and Organization

1. Create an inviting, welcoming classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
2. Establish procedures and routines that are consistent and clear to students.
3. Manage student behavior in accordance with the Student Code of Conduct and the Student Handbook.
4. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
5. Assist in the selection of books, equipment and other instructional materials.

Professional Growth and Development

1. Successfully complete training in the district's dyslexia program.
2. Participate in staff development to improve job related skills.
3. Seek opportunities for professional learning specific to program needs, district needs and national standards.
4. Demonstrate interest and initiative in professional improvement.
5. Daily attendance and punctuality at work are essential functions of the job.

Supervisory Responsibilities

None

Equipment:

Computer, computer software programs and peripherals, teacher resource materials and equipment, printers, copier, fax, audio-visual equipment, telephone and other equipment applicable to position.

Working Conditions:**Mental Demands:**

1. Above average degree of concentration, communication, interpretation, analyzing, differentiating, reading, coordinating, compiling, computing, instructing, and organization.
2. Maintain emotional control under stress.

Physical Demands:

1. Regularly required to stand, walk, talk, hear, and write.
2. Lift and/or move up to 25-lbs and 25-40 pounds occasionally.

Environmental Factors:

1. Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise; Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.).

THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

Employee Acknowledgement of Receipt _____ Date: _____

Hiring Administrator _____ Date: _____