Boys & Girls Clubs of the Suncoast is in the midst of an unprecedented transformation as it launches its Great Futures 2025 Strategic Plan and the priorities within and seeks an action-oriented, nimble leader that possesses a deep understanding of educational leadership, youth development theory and subject-matter expertise. The Reading Specialist is a key member of Club programs that will increase literacy skills of Club members. The individual will be responsible for the implementation of the literacy curriculum at his/her designated Boys & Girls Club location in Pinellas County.

The Reading Specialist must be familiar with reading research, reading standards for their state, reading assessments, best practices in reading instruction, and know how to manage a classroom of diverse learners so that the learning needs of individual students are addressed.

The duties include, but are not limited to:

PRIMARY FUNCTION:
Planning, implementing, supervising and evaluating activities provided within the literacy curriculum.

RESPONSIBILITIES AND ACTIVITIES: (not all-inclusive)
1. Learning Environment
   a. Helping create an environment of literacy conducive to effective instruction.
   b. Establishing a rapport and maintaining constructive interaction with individuals/groups.
   c. Modeling behavior which depicts respect and a feeling for the dignity and worth of others regardless of race, creed, culture, or economic group.
   d. Demonstrating ability to use teacher/student time efficiently.
   e. Maintaining instructional momentum.

2. Knowledge and Use of Reading Expertise
   a. Demonstrating an understanding of best practices in the area of reading.
   b. Maintaining a collection of professional reading/learning materials which reflect current research.
3. Planning Assistance for Instruction
   a. Facilitating the integration of reading skills/strategies/technology into the reading programs.
   b. Evaluation of diagnostic results and future instruction based on those results.

4. Assessment
   a. Assisting in the administration and interpretation of reading progress monitoring and diagnostics.
      Keeping accurate records of youth’s scores.
   b. Assisting in formal and informal assessments and interpretation of results.
   c. Working with Director of Literacy to design instruction as a result of progress monitoring and
      diagnostic results.

6. Related Professional Responsibilities
   a. Maintaining and promptly submitting accurate, complete, and correct records and required
      reports.
   b. Communicating written and/or oral information on a given topic in a coherent and logical
      manner.
   c. Establishing rapport with Club members and staff.
   d. Encouraging literacy and lifelong learning.
   e. Attending and participating in all required meetings.

RELATIONSHIPS:
   • Internal: Maintain close, daily contact with Club staff, Club members and supervisor to
     receive/provide information, discuss issues, explain or interpret guidelines/instructions: instruct,
     and advise/counsel.
   • External: Maintain contact, as needed, with schools, external community groups, member’s
     parents and others to assist in achieving program outcomes.

POSITION REQUIREMENTS:
   • Bachelor’s degree or higher in reading or a closely-related field from an accredited college or
     university.
   • At least 3 years of English Language Arts (ELA) teaching experience in an urban school setting,
     serving low income and minority students
   • A deep understanding of theories of literacy, including the diagnostic teaching of reading and
     reading intervention
   • Considerable knowledge of: the mission, objectives, policies, programs and procedures of Boys &
     Girls Clubs; of the practices and principles of non-profit organizations.
   • Group leadership skills, including an understanding of group dynamics.
   • Strong communication skills, both verbal and written.
   • Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
   • Ability to establish and maintain effective working relationships with Club staff, subordinates,
     Board members, community groups and other related agencies.
   • Demonstrated organizational, staff and project management abilities.

WORKING CONDITIONS:
   • Required to stand, walk, and sit. Able to use hands and fingers on a (computer) keyboard and
     other office equipment.
   • Occasionally lift and/or move up to 25 pounds.
   • Specific vision abilities required by the job include close vision, distance vision, color vision,
     peripheral vision, and depth perception.
   • The noise level in the work environment is high due to work is conducted in a Club for children,
inside and outside setting.

- Fast paced work environment; flexibility to working schedules may be required due to changing business demands
- Occasionally lift and/or move up to 25 pounds

**DISCLAIMER:**
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: ____________________________________________________________  
**Employee**  
Signed by: ____________________________________________________________  
**Supervisor**  
Approved by: _________________________________________________________  
**CEO/COO**