



Reading Specialist August 2023

Department: Faculty

Reports to: Principal

Hours: Part-time, 8:00am – 12:00pm, 10 months (Mid-August through Mid-June)

**May be combined with another role to make it full-time*

Job Summary: Wheaton Christian Grammar School is seeking an outstanding Reading Specialist. The successful candidate will be a knowledgeable and highly effective educator who can skillfully integrate his or her Christian faith with our school programming and curriculum. To be considered for this role, the candidate must be:

- An educator who is a devoted and mature follower of Jesus Christ, so that He might be honored in our school, and that our students might be mentored by authentic Christian disciples.
- An educator who is interested in becoming an expert in his or her field, and who is highly qualified in the instructional methodology -- the pedagogy -- of teaching.
- An educator who is seeking to grow intellectually and professionally.
- An educator who invites students into the great works that God has prepared in advance for us to do.
- An educator who is ready to integrate vibrant faith with excellent academics, while providing a safe and healthy learning environment.
- An educator who understands and unreservedly supports the philosophy, objectives, and teaching position of Wheaton Christian Grammar School.

Essential Roles and Responsibilities include the following. Other duties may be assigned.

Spiritual Formation:

- Has a growing and vibrant relationship with Jesus Christ.
- Demonstrates spiritual maturity and desire to mentor and disciple students.
- Understands and can clearly articulate the Gospel.

Responsibilities:

- Works with students in grades 1-4 in small groups or one-on-one for reading instruction and remediation.
- Works collaboratively with classroom teachers and Student Services to identify student needs and instructional strategies that can address these needs.
- Provides feedback to Student Services and classroom teachers about student progress.
- Keeps accurate records, ensuring that students are progressing appropriately and monitors progress through report cards, grading software, and other methods.
- Utilizes excellent written and verbal communication skills. Candidate must be able to convey information and ideas in a clear, concise, and professional manner.
- Works collaboratively with the Director of Curriculum and Instruction and Student Services to ensure consistent implementation of reading curriculum and literacy development across grades 1-4.

- Provides pull-out and/or push-in help to support student learning.
- Provides a nurturing and supportive learning environment that encourages student responsibility.
- Proficient in the use of technology for teaching and learning.
- Keeps state teacher certification up to date in specific teaching area.
- Willingness to obtain and keep ACSI certification up to date.
- Seeks out, attends, and participates in ongoing professional development activities.

Community Relations:

- Willingness and desire to maintain excellent communication with parents, build interactive relationships, attend Parent-Teacher Conferences, and address family needs within the parameters of the WCGS mission.
- Willingness to participate in school-based committees, in cooperative effort with other faculty and staff.
- Attends and supports school-sponsored student activities, and periodic parent partnership events.
- Supports and is accountable to the Wheaton Christian Grammar School mission.

Physical Demands:

- While performing the duties of this job, the reading specialist is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arm, talk, and hear. The individual is occasionally required to stand, walk, climb, balance, stop, kneel, crouch or crawl, and taste or smell. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Candidate must hold a B.A. degree, current/valid Illinois teacher certificate, and agree to the key policies of Wheaton Christian Grammar School. Applicants should submit all information through our website. If there are any questions about the position, please contact Principal, Marc Painter, at mpainter@wheatonchristian.org

**Applicants will not be considered until a completed application (with all required attachments) has been received.*

Revised 4.21.2023