



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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LANGUAGE ARTS SPECIALIST

- I. **POSITION:** Language Arts Specialist
- II. **Qualifications:** Holds New Jersey Certification authorizing service in the public schools as a Reading Specialist, Learning Disabilities Teacher/Consultant
- III. **Primary Function:** The language arts specialist is a teacher, a resource person, an advisor to administrators and teachers, an inservice leader, a researcher, a diagnostician, and an evaluator of both student progress and program effectiveness.
- IV. **Reports to:** Building Principals
- V. **Consults with:** Assistant Superintendent for Teaching and Learning
Professional Staff
Pupils
Parents
- VI. **Major Duties and Responsibilities:**
 - A. Student Support
 - Diagnosis and Prescription
 - Perform individual diagnostic testing in language arts as requested by administration, teachers, and/or parents and approved through the problem-solving process.
 - Share interpretations of the findings and recommended interventions with classroom teachers, support teachers, and child study team personnel when appropriate.



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- Attend problem-solving meetings and parent conferences on an as-needed basis.
- Short-term Intervention
 - Instructs students who are not progressing appropriately and need the individualized instruction provided by a specialist. The length of the intervention is determined by the pre-testing and post-testing.
 - Provide basic skill support as identified through assessments.
- B. Teacher Support
 - Resource for staff
 - Provide support to the classroom teacher for implementation of the district's language arts program. Support might take the form of demonstration lessons, collegial planning, and/or any format identified by the classroom teacher.
 - Coordinate with the K-8 language arts supervisor and the other language arts specialists to insure consistent implementation of language arts throughout the district.
 - Serve as a resource for staff development on reading and writing across all disciplines.
 - Attend grade level/team meetings when appropriate.
 - Orient new teachers to the language arts program.
 - Consult with teachers who provide in-class support in reading and writing.
 - Diagnosis and Prescription
 - Identify patterns of student strengths and needs from results of diagnostic testing.
 - Identify areas of strengths and needs of incoming and outgoing students.
- C. Program Support
 - Provide required reports from diagnoses and prescriptions.



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- Assist in the development of language arts budget and purchase orders.
 - Assist with school-wide testing of reading and writing achievement and the interpretation and analysis of test results.
 - Maintain the inventory of reading materials
 - Catalogue and distribute language arts materials.
- D. Perform such duties within their certification that is deemed necessary by the building principal.

VII. **Terms of Employment:** 10-month contracted position

VIII. **Evaluation:** According to State Statute and rule and Board policy

BENEFITS: Benefits are available to full-time employees per the negotiated contract

BOE Approval Date:
BOE Review Date: