CLASS SPECIFICATION
Reading Program Specialist

FLSA Status: Nonexempt
EEOC Job Category: Professional
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, coordinates, monitors and/or performs reading assessment instrument selection, administration and scoring activities to ensure that District students’ reading levels are accurately and appropriately measured and assessed within designated time frames; coordinates, enforces, evaluates and verifies student course eligibility/placement based on reading pre-requisites and course equivalencies; calculates, compiles, interprets and/or maintains assigned program-related data, information, records and reports; provides technical program information to students, faculty, staff and others; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Reading Program Specialist performs specialized, technical and responsible duties to facilitate the assessment of reading program students’ reading abilities/levels on a pre- and post-course or as-assigned basis and ensures proper student compliance with reading program pre-requisite requirements. Assigned work requires the use of: initiative, organization, sound judgment and attention to detail; thorough technical knowledge of reading assessment, standardized test scoring and reporting and pre-requisite review techniques, methods, policies, practices and procedures; and an ability to maintain, explain and interpret assessment-related data and information.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, monitors and/or performs reading assessment test/instrument selection, administration and scoring activities to ensure that District students’ reading levels are accurately and appropriately measured and determined within designated time frames; coordinates the administration of and/or administers standardized reading assessments/tests and other instruments; writes and distributes instructions regarding test administration; assembles, distributes and collects multiple class-level test packages; monitors student/proctor compliance with established testing rules, regulations and procedures; orders, prepares, distributes, monitors confidentiality of, collects, secures and accounts for assessment tests/instruments and related materials and supplies; scores tests utilizing electronic scanner; reviews and provides evaluations, analyses and recommended courses of action in the selection of reading assessment instruments for District use.

2. Coordinates, verifies and evaluates student course eligibility/placement based on reading pre-requisites and course equivalencies; reviews pre-registered student “Pre-Requisite Verification”
3. Calculates, compiles, interprets and/or maintains assigned program data, information, records and reports; translates raw scores into percentiles and grade equivalents; performs basic statistical calculations; prepares, generates, updates and maintains accurate reports, including class score lists, reading assessment score distributions and reading class registration patterns; maintains and updates District and student files and records; accesses and utilizes District databases to obtain and/or enter student data and information.

4. Acts as a resource person for the English department’s reading program and provides a wide range of program-related information to students, faculty, staff and others; researches and responds to inquiries and complaints, ranging from routine to non-routine in scope; provides technical and specialized information on reading assessments, test preparation, placements, prerequisites, registration, course content, graduation requirements and other program services, policies, procedures and requirements; reviews and interprets assessment outcomes and results with students.

5. Applies readability formulas to determine and calculate reading level of various documents, textbooks, tests, workbooks, catalogs and brochures.

OTHER DUTIES
1. Attends a variety of meetings, seminars and workshops, as required.

2. Assists supervisor in planning and organizing semester schedules; completes schedule worksheets and reviews proofs and galleys.

QUALIFICATIONS

Knowledge of:
1. Assessment/testing instruments, methods and techniques used to evaluate student reading abilities and comprehension.

2. Terminology, processes, methods and equipment used in reading assessment, scoring and recording and reporting of standardized test results.

3. Reading Program administration practices and procedures applicable to area/s of responsibility; program and departmental information, including course pre-requisites, course offerings and departmental policies and procedures.

4. Uses and operations of a computer and database and other standard software to access and enter data accurately and to develop assigned records, reports and other documents.
5. Types and applications of readability formulas.

6. District policies and procedures related to assigned areas of responsibility.

7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

**Ability to:**

1. Perform complete, accurate and timely reading assessments to meet District/program goals and objectives with the need for only limited supervision.

2. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.

3. Administer, score and record results of reading tests/instruments.

4. Exercise sound, independent judgment and initiative within established guidelines.

5. Interpret, apply, explain and reach sound decisions in accordance with applicable District policies and procedures and applicable state and federal regulations and rules.

6. Provide specialized and technical program and department information to a diverse group of students, faculty and others.

7. Evaluate and review student pre-requisites and course equivalencies to determine course placement eligibility.

8. Prepare, maintain and submit clear and concise reports.

9. Operate office equipment, including computers and supporting word processing, spreadsheet and database applications.

10. Communicate clearly and concisely, both orally and in writing.

11. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.

12. Establish and maintain effective working relationships with students, faculty, instructors and staff and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in English, education or a closely related field; and at least two years of progressively responsible reading assessment experience in an educational setting; or an equivalent combination of training and experience.
Licenses; Certificates; Special Requirements:

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands to repetitively finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and may occasionally lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus

Mental Demands

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work on multiple concurrent tasks with constant interruptions, and interact with students, faculty, instructors, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.