



## KDO Reading Specialist Job Description

Date: August 2024

**TITLE:** Reading Specialist

**CLASSIFICATION:** Part-Time

**PAY CLASSIFICATION:** Hourly/Non-Exempt

**STAFF CLASSIFICATION:** KDO Teacher

**REPORTS TO:** KDO Director or Assistant Director

**SUMMARY:** This position is for a highly motivated Christ follower that will work independently and collaboratively to reach both believers and non-believers with creativity, fun and excellence as we pursue the vision, mission and goals of life church. We desire everyone to live a BOLD life in Jesus Christ, and this role will help those we serve to take their next faith step for life transformation.

The KDO Teacher will meet each child's social, intellectual, emotional, physical, and spiritual needs in an atmosphere of love and care. You will present and represent the love of Jesus while striving to encourage each child's positive self-esteem individuality while fostering respect for others and the world around them.

The KDO Teacher reports to the Director and is responsible for the general supervision and management of a class of children; planning and executing the educational program in accordance with the vision, mission, and philosophy of the school. As job descriptions cannot always list every task and request related to the position, this individual will also perform other duties as assigned.

### **ALL STAFF RESPONSIBILITIES:**

1.	As leaders, all Life Church staff are expected to demonstrably model Christian beliefs and practices (Bible reading, prayer, worship attendance, group involvement, ministry engagement, tithing, discipling relationships, evangelism, etc.).
2.	All staff will adhere to the relational values as stated in the Employee Handbook regarding a Fun Vibe, One Team, Believes the Best, Hard Conversations and Vent Up.
3.	Discover Life Church attendance and/or partnership is encouraged but not a requirement for KDO Staff. Staff is encouraged attend regular worship at their respective church and conduct themselves in accordance with the Biblical principles in and out of the workplace so that their actions will not negatively impact Life Church or the Gospel message of Jesus Christ.
4.	KDO staff members are expected to perform their duties and responsibilities ethically. All staff members must carefully follow all laws and regulations and have the highest standards of conduct and personal integrity.
5.	Discussing confidential material with any individual (whether employed by Life Church or



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not) who are not employees or employees who do not have a need to know the information is prohibited.

6. Each employee will strive to live a bold life in Jesus Christ and will be an example of Jesus in the work environment.

### PERSONAL EXPECTATIONS:

While not specifically related to the job, here are some personal responsibilities of everyone on staff at Life Church.

1.	Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
2.	Be loyal to the statements, purpose, vision, beliefs, values, and staff of Life Church.
3.	Live by the Life Church Relational Values, demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers, and always protect the unity of the church.
4.	Take one day per week off to observe Sabbath. Maintain personal time with God and be in the Word.

### JOB SPECIFIC RESPONSIBILITIES

1.	Treat all children, families, and staff with respect and loving kindness
2.	Supervise all children by sight and sound at all times
3.	Provide a safe and Christ-loving environment for children to play and learn
4.	Prepare and submit monthly lesson plans that include biblical concepts and principles in addition to the academia lessons
5.	Prepare and submit anecdotal records, as well as your class daily schedule and any supply lists
6.	Evaluate children on an ongoing basis
7.	Report to Director when furniture or materials in classroom are broken or need replacing
8.	Obtain a minimum of 30 clock hours of ongoing early childhood training by the end of each school year (May)
9.	Abide by the KDO's and Life Church Employee Policy and Procedures, and the Texas Department of Protective and Regulatory Services Minimum Standard
10.	In the case of suspected abuse or neglect, report this to the proper authorities
11.	Work with Assistant in keeping the classroom tidy and running efficiently. Ensure the classroom is disinfected each day and throughout the day
12.	Update Classroom activities daily in Brightwheel
13.	Assess individual student reading levels and develop differentiated strategies to support emergent and struggling readers
14.	Provide targeted small group or one-on-one reading interventions to support literacy development across classrooms



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| <b>15.</b> Collaborate with classroom teachers to incorporate literacy-rich activities across curriculum areas                                     |
| <b>16.</b> Track and report reading growth data and progress monitoring for students receiving intervention support                                |
| <b>17.</b> Provide literacy-based resources, tools, and training to staff and parents to reinforce reading strategies at home and in the classroom |

### QUALIFICATIONS/ SKILLS/ATTRIBUTES:

- Christ Follower
- *Preferred* - A minimum of a Child Development Associate (CDA) and working towards a college degree in early childhood or related field
- Certified in Pediatric CPR/Frist Aid
- Lift up to 30 lbs. on a daily basis
- Repetitive bending, stretching, and stooping
- Has mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- Fully capable to have visual or hearing capabilities consistent with Child Care Licensing safety requirements
- Ability to perform light-duty cleaning
- Can maintain emotional control under stressful situations
- Can manage multiple tasks simultaneously
- Ability to develop rapport with children, parents, and co-workers
- Extensive knowledge of developmentally appropriate practices in early childhood and implement the approach
- Strong leadership qualities and skills
- Ability to develop a high-quality, age-appropriate curriculum to successfully engage children and foster physical, emotional, cognitive, and social development
- Strong group management skills with young children
- Ability to work as a team with teacher partners and staff
- Effective organizational and planning skills
- Ability to communicate in a concise and effective manner
- Ability to exercise tact, discretion and confidentiality
- Ability to use and understand Brightwheel
- Strong understanding of early literacy development and phonological awareness
- Experience administering and interpreting literacy assessments
- Training in evidence-based reading instruction and intervention strategies
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### RELATIONSHIPS:

- Reports to Director or Assistant Director
- Works with Assistant Director, Assistant, Chapel Teacher, and Movement Teacher
- Interacts with parents of children in classroom
- Collaborates closely with teachers and staff to align reading interventions with classroom instruction
- May consult with parents to share literacy progress and provide strategies for home support

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Employee Signature

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Date