

**Job Title:** Primary School (K-4) Reading Specialist  
**Department:** Primary School  
**Reports to:** Director of Primary School – Kelly Stepnowsky  
**FLSA Status:** Exempt  
**Posting Date:** March 2022 until Filled

**Hathaway Brown School has an opening for a full-time Primary School Reading Specialist for the 2022-23 school year.**

Ranked the #1 girls school in the state of Ohio, Hathaway Brown is an amazing place to work. Ask our faculty what they like best about HB, and you will hear how employees are encouraged to dream big, try new things and make the most of themselves as educators and human beings. You will hear again and again how much the faculty enjoy the passion and perseverance of the students and how much they enjoy being surrounded by some of the brightest, friendliest, hardest working people anywhere.

### **Position Summary:**

The Primary School Reading Specialist leads our division in fostering a culture of strong reading instruction, enthusiasm about literature, and overall love of reading. The Reading Specialist supports, supplements and extends classroom teaching, and works collaboratively to implement a top-quality reading program that is research based and meets the needs of students. Additionally, this role is responsible for supporting and monitoring the progress of identified students. The Reading Specialist will serve as an active member for the Primary School Student Support Team and the Department for Learning Services.

### **Job responsibilities include but are not limited to the following:**

- Foster strategic instruction to cultivate literacy growth across the curriculum.
- Manage small group reading intervention including curriculum development and assessment.
- Facilitate reading instruction in both the classroom and reading lab.
- Provide one-to-one and small group instruction to support reading success.
- Collaborate with classroom teachers, Student Support Team, and parents in regular team meetings.
- Deliver whole class push-in support in all grades
- Produce progress reports, participate in conferences, and supplement report cards with relevant feedback.
- Implement various forms of technology to support identified students.
- Coordinate, administer, and interpret ongoing benchmarking assessment via tools such as AimswebPlus.
- Play an active role in the student admissions process via screening assessments and admissions committee meetings.
- Exhibit familiarity with language based interventions such as:
  - Wilson Reading Program
  - Foundations
  - Just Words
  - Alphabetic Phonics
  - Lindamood Bell L.I.P.S.
  - Lindamood Bell Visualizing and Verbalizing
  - Orton-Gillingham
- Other duties as assigned.
- Present professionally in interactions with others.
- Engage in professional development with a commitment to ongoing improvement.

### **Qualifications**

A Master's degree in Education or Reading with at least five years teaching experience, plus training in multisensory language programs is required for this position.



### **Language Skills**

Ability to read, analyze, and interpret professional journals. Ability to write reports. Ability to effectively present information and respond to questions from parents and colleagues.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in either written or oral form.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **Diversity, Equity, & Inclusion**

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

### **About Hathaway Brown**

Hathaway Brown School has a rich 146-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

Competitive Salary for Independent Schools

Email resume, cover letter and educational philosophy to [hrstaffing-ps@hb.edu](mailto:hrstaffing-ps@hb.edu) or mail to:  
Director of HR, Job ID #FGT042018, Hathaway Brown School,  
19600 N. Park Blvd., Shaker Hts., Ohio 44122