



### Job Summary

Preston Hollow Presbyterian School is seeking a full-time elementary Reading Specialist for the 2026-2027 school year. Successful candidates will have experience in teaching elementary reading. The Reading Specialist is required to utilize the school curriculum and provide differentiation and reading support to small groups of students at multiple grade levels.

### Duties and Responsibilities

*The job description below is not designed to cover all activities, duties or responsibilities that are required for this position*

- Implement school reading curriculum
- Manage and monitor student learning
- Evaluate and document student performance
- Perform classroom management duties
- Continue to seek professional growth
- Communicate regularly with parents
- Collaborate and communicate with colleagues regarding student progress
- Work with homeroom teachers to achieve reading goals

### Qualifications

#### Knowledge, Skills and Abilities

- Proficiency with common computer programs used in elementary schools, such as Google Classroom, Google Documents, Google Slides
- Familiarity with the Science of Reading and a structured literacy program for dyslexic students
- Ability to engage learners, design and deliver multisensory lessons
- Ability to adapt teaching style for learners with diverse learning styles
- Ability to analyze data and use results to guide instruction
- Ability to communicate effectively in both oral and written forms
- Ability to monitor student progress and make appropriate adjustments
- Strong organizational skills
- Strong classroom management skills
- Strong interpersonal skills and ability to work effectively with students, parents, and colleagues
- Positive, professional, collaborative work style

#### Education and Experience

- Bachelor's Degree
- Master's Degree, reading specialist certifications or CALT, CALP preferred
- 2-4 year's teaching experience in reading instruction at the elementary level

### Additional Duties and Responsibilities

*Additional duties of this position may include some or all of the following tasks. Other duties may be assigned.*

<ul style="list-style-type: none"><li>• Attend Staff Development Meetings</li><li>• Attend Student Support Team meetings</li><li>• Assist with student monitoring duty rotation</li></ul>	<ul style="list-style-type: none"><li>• Attend Chapel</li><li>• Attend school events, such as music programs, all school party, graduation</li></ul>
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*It is the policy of Preston Hollow Presbyterian School to make employment decisions on the basis of qualifications for a specific job without regard to race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of a disability, except where such is a bona fide occupational qualification. Resumes are not considered an application for employment and are active for 90 days after receipt.*