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## Responsibilities

Reading Specialist: Wheaton Montessori School

We are seeking a Reading Specialist to join the team at Wheaton Montessori School. Founded in 2000, Wheaton Montessori School is registered with the Illinois State Board of Education (ISBE) as a private school and is fully recognized by the AMI (Association Montessori International). As the only AMI school for 2.5 through 15 years of age in the western suburbs of Chicago, IL, Wheaton Montessori School serves over 200 children with an authentic, engaging, and nurturing Montessori education.

The Mission:

Celebrate each child's individuality and guide each individual to discover, grow, and thrive in a nurturing environment, supported by a team of highly educated faculty, compassionate staff, and a community of dedicated families.

Vision:

Grow independent, confident, competent, compassionate, and empathetic children who are equipped to handle real-life challenges and thrive.

Values:

Foster nurturing, harmonious, respectful and inclusive environments, while providing personalized education and cultivating leadership skills.

The work of the Reading Specialist is to ensure that literacy interventions and support systems that are both effective and efficient are in place to support all students referred, so that they can achieve the reading skills necessary to perform to their potential at school. The Reading Specialist will work in support of classroom teachers and ultimately report to the Head of School.

## **Essential Functions and Responsibilities:**

### **TEACHING AND PRACTICE**

- Has a strong understanding of the Science of Reading and is able to share that knowledge with others.
- Willing to work to develop a clear understanding of the Montessori literacy materials and implementation to inform work with children.
- Work with identified children, individually or in small groups, to strengthen literacy skills.
- Support confirming identification of student needs as necessary.
- Prepare materials and lessons that meet the needs and interests of the children, meet their developmental needs, and are based in the Science of Reading and on Orton Gillingham and/or Wilson practices.
- Comfortable with both push-in and pull-out intervention styles in order to best support student learning.
- Communicate clearly and accurately with children, conveying clear expectations and managing student behavior positively, respectfully, and effectively in line with school culture.
- Maintain all literacy support materials and ensure their upkeep, and order new materials as needed.
- Willing to curate school literacy resources via use of the local library.
- Promote the school mission, vision and values.

### **COLLABORATION WITH TEACHERS**

- Use the most up-to-date knowledge in the field to support the children, conferring with teachers as necessary to drive agreed upon literacy outcomes for children at various levels, particularly children with lagging skills.
- Offer insight to members of the teaching teams in foundational, agreed-upon, structured literacy strategies. This includes teachers, classroom assistants, and other child-focused faculty.
- Support the Professional Development for school faculty in the area of literacy, as needed.

### **RECORD KEEPING/INFORMATION SHARING/COMMUNICATION**

- Has an organized record keeping system to track progress for students, including attendance for intervention sessions.
- Share relevant information with teachers about students as needed.
- Shares information with families upon the request of teachers.



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### **PROFESSIONAL/PERSONAL GROWTH**

- Keep up-to-date on current research on best practices for reading instruction.
- Set and accomplish realistic and meaningful annual goals in consultation with the Head of School.
- Observes in classrooms on a regular basis to aid in understanding of classroom culture and expectations.

### **OTHER DUTIES**

- Welcome elementary students every morning at one of two campus entrances.
- Daily recess coverage for elementary students.
- Occasional read aloud time for elementary communities.
- Occasional breaks for classroom-based faculty.
- Work during specific weeks of summer camp.

### ***Day in the Life***

**\*\* Schedule \*\*** 40 hours per week, typically Monday through Friday, from 7:30am-3:30pm during the school year. This is a school year role, which runs from August through May each Year, with some summer camps at additional pay. We are searching for someone to start immediately.

- Arrival at 7:30am, prepare elementary classroom spaces, host early student arrivals
- Greet children coming into elementary building
- Start school day meeting with children 1:1 and in small groups, push in and pull out
- Lunch break
- Support recess supervision 12:30-1:15pm
- Continued 1:1 and small group work

### **Qualifications**

- Bachelor's Degree required, Master's Degree in a relevant field preferred
- Elementary or Primary Montessori trained, but not required
- Experience facilitating targeted small-group literacy intervention with elementary-aged students
- Some experience with IEP's and 504's preferred, but not required
- The following active certifications held or willingness to be trained upon hire:
  - Orton-Gillingham Reading Training (or)
  - Wilson Language Training
- Experience working with diverse populations of students, parents, and families



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- Demonstrated ability to effectively communicate, verbal and written, with children and adults
- Understanding of a child's physical, social, and emotional development
- Commitment to collaborating with a larger team of like-minded professionals

### **Additional Information**

Full-time employment to start as soon as we find you, the candidate that is our mutual match.

- Pay Information:
  - 10-month position with opportunity to work summers
  - Salary range of \$42,000-\$55,000 per year, varying based on education and experience level.
- Benefits Information:
  - Relocation expenses, if required
  - Child Enrollment if good fit with school
  - Medical, dental insurance, 401k plan enrollment option

To Apply:

Please contact: Montessori Makers Group to apply for this position. Please email Resume & Cover Letter to [info@montessorimakers.org](mailto:info@montessorimakers.org) with Reading Specialist in the Subject line.

MONTESSORI MAKERS GROUP

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