



# CASSOPOLIS PUBLIC SCHOOLS

**Cassopolis Public Schools  
Administration Office**  
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**Superintendent**  
Dr. Angela Piazza  
269-445-0503

**Sam Adams Elementary School**  
114 S. Depot Street  
Cassopolis, MI 49031  
Phone: 269-445-0517  
Fax: 269-445-0521

**Principal**  
DeeAnn Melville-Voss  
Phone: 269-445-0515

**Assistant Principal**  
Debora Stermer  
Phone: 269-445-0530

**Ross Beatty Jr./Sr. High School**  
22721 Diamond Cove Street  
Cassopolis, MI 49031  
Phone: 269-228-5833  
Fax: 269-445-3112

**Principal**  
David VanLue  
Phone: 269-445-0506

**Dean of Students/Athletic Director**  
Matthew Brawley  
Phone: 269-445-0543

**Adult/Alternative Education**  
725 Center Street  
Cassopolis, MI 49031  
Phone: 269-445-0536  
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**Director**  
Jeff Wernette

**Special Education Director**  
Sara Park  
Phone: 269-445-0503  
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May 15, 2018

## POSITION OPENING

**Position:** Reading Specialist/RTI Building Coach K-12

**Reports to:** Curriculum Director

**GENERAL RESPONSIBILITIES:** Under the direct supervision of the Curriculum Director, the primary role of the Reading Specialist/RTI Building Coach is to support teaching and learning through modeling, coaching and professional development to improve and accelerate student achievement through quality curriculum and instruction. As a teacher, the Reading Specialist/RTI Building Coach is responsible for providing direct instruction to students, individually or in small groups, to enable students to develop literacy skills. As a literacy leader, the position is responsible for implementing a comprehensive literacy program at the assigned school through coaching, supporting, and guiding teachers in best practices for literacy instruction.

**ESSENTIAL TASKS:** (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)  
***(see reverse side for additional information)***

**Salary:** Per Master Agreement

Application procedure: Apply in writing to Dr. Angela Piazza, Superintendent,  
Cassopolis Public Schools, 725 Center St., Cassopolis, MI 49031  
Or email to [cmartynowicz@cassopolis.org](mailto:cmartynowicz@cassopolis.org)

## (Posted 5/15/18, Until Filled)

*It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.*

*All students will demonstrate the academic, technological and cultural competencies necessary to compete in a global society*

### DIRECT INSTRUCTION OF STUDENTS:

(No more than 50% of the reading specialist's time shall be devoted to this category.)

- Provide direct instruction in the areas of reading and writing for identified groups and individual students, with an emphasis on emergent, beginning, and transitional readers.

### LITERACY LEADER:

(At least 50% of the Reading Specialist's time shall be devoted to coaching to include, but not limited to, co-teaching, collaboration, facilitation of instructional strategies, modeling, observing, and providing feedback.)

- Identify literature for use in all content areas in support of the curriculum.
- Provide curriculum support for all teachers and continuous staff development that supports school division initiatives.
- Model and coach instructional methods in a variety of settings (whole group and small group) and provide follow-up support.
- Collaborate with and coach teachers on the use of assessment data to plan instruction; analyze progress monitoring literacy data and plan for future literacy needs.
- Provide ongoing training and follow-up in the use of assessment tools.
- Select instructional materials to meet student needs.
- Participate in collaborative instructional planning.
- Assess students using a variety of measures to determine appropriate placement and specific instructional needs.
- Serve as a liaison between the school and the Department of Curriculum and Instruction by attending meetings and disseminating information with the Curriculum Director.
- Maintain an organized system and accessible location for the storage and circulation of reading and writing materials.
- Maintain a comprehensive inventory of instructional materials and resources.
- Collaborate with the Curriculum Director in the planning and delivery of parent workshops and informational sessions involving the language arts program.
- Remain grounded in content standards and objectives in order to facilitate integrated and concept-based instruction.
- Perform other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain appropriate confidentiality;
- Knowledge of the needs of students requiring remedial reading instruction;
- Thorough understanding of the teaching and learning process;
- Ability to provide instruction that reflects multiple perspectives and multicultural education;
- Ability to infuse technology into curriculum;
- Maintain paperwork consistently, appropriately and in a timely manner;
- Ability to work effectively with administrators, colleagues, central office, school-based staff, students, ability to use diagnostic data to tailor instruction to meet the needs of the student(s);
- Excellent organizational, communication, and human relations skills.

EDUCATION AND EXPERIENCE:

Must possess a Master's degree and a Reading Specialist certificate. Three (3) years of successful classroom teaching experience in which the teaching of reading was the primary responsibility, required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

Some standing, walking, moving, carrying, bending, kneeling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.