

Non-licensed Reading Specialist (Academic Year 2025-26)

Status: Non-Exempt, Full-Time - Hourly

Calendar: Academic Year

Overall Objectives

Provides targeted support to students who need help strengthening their reading skills, ensuring that every student receives personalized and effective reading interventions. This role involves collaborating with classroom teachers and administrators to implement evidence-based strategies and a curriculum that aligns with Yinghua's mission.

Principal Roles & Responsibilities

Academic Program

- In collaboration with classroom teachers and administration, identify students in need of intervention and design appropriate academic interventions. Administer interventions and conduct ongoing progress monitoring.
- Develop and follow individual learning plans, including specific goals and timelines for progress monitoring.
- Create daily and weekly lesson plans for small-group or individual instruction, providing copies of goals and plans to classroom teachers and the school's English Academic Director.
- Conduct thorough assessments to identify students with literacy challenges.
- Analyze assessment data to create personalized intervention plans tailored to student needs.
- Maintain detailed records of student progress and intervention strategies.
- Evaluate data to assess the effectiveness of interventions and make informed instructional decisions.
- Collaborate with colleagues to analyze school-level data and progress monitoring, identifying trends, areas for improvement, and intervention needs.
- Implement evidence-based, structured literacy interventions in phonemic awareness, phonics, vocabulary, fluency, and comprehension.
- Lead small-group intervention sessions to address specific literacy needs.
- Collaborate with colleagues and district intervention specialists to adjust instructional strategies based on student needs.
- Align intervention strategies with classroom instruction through ongoing collaboration with teachers.
- Communicate regularly with teachers, administrators, and parents to share student progress and discuss effective support strategies.
- Participate as a member of the school's leadership and student assistance teams.
- Collaborate with parents and caregivers to extend literacy support beyond the school setting.

Student Management

- Follow school-wide behavioral and safety guidelines and policies.
- Apply school and classroom/small group rules consistently and effectively.
- Seek guidance from administration and classroom teachers on behavior and classroom management techniques.
- Perform other duties as assigned.

Program Compliance

- Maintain accurate student records and proper documentation of interventions and progress.
- Attend all required safety and health training sessions.
- Follow all school policies and protocols.

Communication

- Actively participate in grade/subject-level and staff meetings.
- Communicate effectively with administration and classroom teachers regarding students' needs, instructional planning, and student progress.
- Provide regular progress reports to teachers and administrators and maintain accurate student service records.
- Read and respond to all school communications, including emails and phone calls, in a timely manner.

Professional Conduct

- Model and encourage behavior outlined in the Board-approved Professional Conduct Policy.
- Maintain a professional image, positive attitude, and approach to work.
- Complete responsibilities in a timely and accurate manner, requiring minimal supervision.
- Demonstrate commitment to the organization and take pride in producing high-quality work.
- Meet attendance and punctuality guidelines consistently.

Qualifications

- Bachelor's degree
- Training or certification in structured literacy (preferred)
- Experience in structured literacy instruction and intervention (preferred)
- Knowledge of evidence-based literacy practices.
- Ability to analyze data and adjust instruction accordingly.
- Ability to follow explicit systematic materials
- Strong knowledge of Minnesota English-Language Arts Standards
- Excellent problem-solving skills
- Strong interpersonal, organization, and communication skills
- Strong communication and collaboration skills.
- Commitment to fostering a positive and inclusive learning environment.
- Use of technology as a language learning and instructional tool.

Employee Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Starting Salary: \$20/hr - \$25/hr DOQ; per year performance-based increases

Benefits: We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

Start Date: August 12, 2025

To Apply: Send Cover Letter, Resume, and [Application for Employment](https://yinghuaacademy.org/application-for-employment) to HR@yinghuaacademy.org



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MANDARIN CHINESE IMMERSION SCHOOL

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