St. Mary's Visitation Parish School is a welcoming and dynamic community that provides an award-winning, exemplary education in a faith-filled environment. Founded by the School Sisters of Notre Dame in 1859, St. Mary's Visitation (SMV) has been educating generations of students of great integrity and well-developed talents.

We are seeking a caring individual with a desire to serve students and help them achieve their goals to serve as a Reading Specialist for the Individualized Learning Program (ILP). This person will work closely with the Program Director for the ILP to ensure that the students’ individualized programs are being followed and progress toward ILP goals are being met. The Reading Specialist for the ILP at SMV will hold a license as a Reading Specialist (317) from the Wisconsin Department of Public Instruction and will perform duties for the ILP including:

- Provide reading services for each student with and ILP who is eligible for reading services pursuant to the student’s plan.
- Participates in a variety of meetings including ILP meetings regarding eligibility, plan preparation, review and revision, meetings for trainings, staffing, and communicating with colleagues or parents.
- Reviews necessary documents concerning each student with and ILP or students considered for or receiving reading services.
- Makes recommendations regarding the measurable reading goals for a student with an ILP who is eligible for reading services.
- Makes recommendations for the amount of reading services (number of days per week, the length and location of each reading session, and whether the session will be one-on-one or in small groups).
- Evaluates and tracks student progress using appropriate data keeping to determine progress toward meeting goals.
- Communicates as necessary with colleagues, parents, administration, and Program Director regarding progress, concerns, and recommendations related to each student with an ILP’s reading.
- Follow policies and procedures of the ILP.
- Performs other related duties as required.

**Experience and Skills:** Candidates must have:
- Reading Specialist License (317) from the Wisconsin Department of Public Instruction.
- Master’s degree in reading or related field.
- Experience working with students/children; preference for experience with students with disabilities.
- Ability to follow written and oral instructions and directions.
- Effective written and oral communication skills; ability to complete and maintain basic written reports.
- Experience in Orton-Gillingham, or availability to be trained, is preferred.
- Practicing Catholic.
- Adheres to Code of Ethical Conduct.
- Completion of background checks and Safe Environment training prior to employment.
Salary commensurate with experience. Interested candidates should apply online: http://www.archmil.org/Jobs-2.0/Reading-Specialist231856.htm.