

Learning Instructional Specialist – Reading

Reports to: Assistant Director of Student Success Center – Learning Enrichment

Scope: Learning Instructional Specialist will perform duties involved in providing learning support and instruction for students reading across the curriculum including outreach, study skills development, test preparation, providing writing resources, tutoring, staff training and supervision. The Learning Instructional specialist will also provide support to students enrolled in career and technical programs of study. The Learning Instructional Specialist will also assess and report on Reading Lab services. Perform other duties as assigned. This is a security-sensitive position subject to Texas Education Code 51.215 which allows the employer to obtain criminal history record information.

Education: Bachelor's degree in English, Education, Reading, Business or a related field is required. Master's degree preferred.

Experience: This position requires two years experience in working with adults in an educational setting. Experience in standardized test preparation and English as a Second Language is preferred. The successful candidate must be able to prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; be knowledgeable of modern office procedures, methods and computer equipment.

Salary: As per UTB/TSC Classified Pay Plan.

Deadline: Applications will be reviewed upon receipt and continue until the position is filled.