



CENTER FOR  
LEADERSHIP  
DEVELOPMENT

*Empowering Youth / Strengthening Community*

**Job Title:**                    **Reading Specialist**

**Organization Name:**    Center for Leadership Development, Inc.  
   Indianapolis, IN 46208

**Organization Overview:** Our mission is to foster the advancement of minority youth as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment.

**Position Overview:** Center for Leadership Development has IMMEDIATE openings for a part time (10-20 hours per week) Reading Specialist tutor in its College Prep Institute lab (CPI). Monday – Thursday 4:00pm - 7:30pm and Saturday 10:00am - 4:00pm

**Duties:**

- Provide one-on-one active literacy coaching.
- Work with students on specific areas of weakness i.e.: decoding, fluency, and comprehension
- Review Guidance Counseling recommendations for student’s academic success.
- Communicate progress and issue to students and parents as needed.

**Who should apply:** Anyone with a Reading Specialist Certification. Retired Educators whom currently hold a reading specialist certification or let it lapsed but can show experience working as a Certified Reading Specialist.

**Skills and Qualifications:**

- Bachelor's degree in Education AND Reading Specialist Certification.
- Understanding of scientific-based reading research and evidence-based practices for teaching reading and assessing student progress toward achievement of benchmarks.
- Knowledge of research-based strategies in literacy.
- Very strong knowledge of basic language concepts, vocabulary building, essay writing & critiquing.
- Very patient and understanding approach to teaching.
- Flexible schedule with varied hours:

**Salary:** \$25 per hour

**The following documents are required with submission:**

- Letter of recommendation from English Department Head (if licensed teacher)
- Two references (if a retired Certified Reading Specialist)