



## George County School District Dyslexia Coordinator Job Description

### Job Purpose

- Provides specialized leadership and administrative oversight for the district's dyslexia program.
- Ensures implementation of state-required screenings, evidence-based interventions, and compliance with federal and state regulations.
- Monitors assessment, identification, and instructional services for students identified with characteristics of dyslexia.
- Supports one-to-one and small group dyslexia-specific instruction utilizing individualized, intensive, explicit, and multisensory methods.
- Serves as the district resource and advocate for students, parents, and staff regarding dyslexia services and educational pathways.

### Knowledge, Skills, and Abilities

- Comprehensive knowledge of policies and guidelines established by the Mississippi Department of Education (MDE) related to dyslexia screening, intervention, and compliance.
- Knowledge of Section 504 laws and regulations and MTSS (Multi-Tiered System of Support) procedures.
- Deep understanding of Orton-Gillingham-based instruction and other structured, multisensory language programs that are sequential and cumulative.
- Ability to interpret screening results, diagnostic assessments, and progress-monitoring data to determine effectiveness of Tier II and Tier III interventions.
- Knowledge of phonology, decoding, handwriting, composition, fluency, comprehension, spelling, writing mechanics, and study skills development.
- Strong leadership, organizational, and collaborative skills.
- Ability to work effectively with administrators, teachers, interventionists, and support staff.
- Strong written and verbal communication skills, including the ability to explain diagnostic results and intervention plans to parents.
- Ability to design and deliver professional development to instructional staff.
- Ability to manage program resources, budgets, and materials.
- Ability to maintain confidentiality and ensure accurate documentation.

### Minimum Qualifications

- Master's Degree in Education, Reading, Special Education, or related field.
- Valid Mississippi Educator License issued by MDE with Dyslexia Therapy Endorsement (203).
- Completion of an MDE-approved Dyslexia Therapy Program; CALT (Certified Academic Language Therapist) credentials preferred.
- Minimum of three (3) years of successful classroom teaching or intervention experience working with students with significant reading deficits.
- Administrative Endorsement (486) preferred.

### Duties and Responsibilities

#### Program Leadership & Oversight

- Demonstrates prompt and regular attendance.
- Coordinates and oversees implementation of the district's dyslexia program.
- Facilitates planning, evaluation, and continuous improvement of dyslexia services.
- Works collaboratively with district and campus staff to ensure effective program delivery.
- Defines program and fiscal needs during the budget development process.
- Orders and maintains materials and equipment necessary for program implementation.
- Ensures lessons and program offerings meet the needs of diverse student populations.

#### Screening & Identification

- Coordinates administration of state-required dyslexia screenings for Kindergarten and First Grade students in accordance with state law.
- Manages referral processes, parent notifications, and intervention team coordination for students identified through screening.
- Conducts or assists with assessments and collaborates with campus staff to develop appropriate intervention plans.

**Instructional Support & Intervention**

- Oversees delivery of dyslexia-specific instruction in one-to-one and small group settings using individualized, intensive, explicit, and multisensory methods.
- Monitors instruction in phonological awareness, decoding, handwriting, fluency, comprehension, spelling, composition, and study skills.
- Supports implementation of structured language programs, including Orton-Gillingham-based methodologies.
- Researches and analyzes instructional programs for potential district implementation.

**Compliance & Documentation**

- Ensures compliance with federal, state, and district regulations related to dyslexia and Section 504 services.
- Maintains accurate and confidential records including screening data, intervention documentation, and 504 plans.
- Prepares and submits required district and state reports.
- Provides documentation and guidance related to the Mississippi Dyslexia Therapy Scholarship Program.

**Professional Development & Collaboration**

- Designs and provides professional development for administrators, teachers, and staff regarding dyslexia characteristics, accommodations, and best practices aligned to the Science of Reading.
- Collaborates with MTSS teams, general education teachers, and special education staff to support student success.
- Participates in 504 and IEP meetings as the dyslexia subject matter expert.

**Parent & Community Engagement**

- Serves as primary district contact for parents regarding dyslexia concerns and services.
- Encourages two-way communication between the district and community.
- Promotes parental involvement in supporting literacy development at home.

**Additional Responsibilities**

- Provides care and protection of district property and accounts for issued equipment.
- Remains current in legal requirements and best practices related to dyslexia services.
- Limited travel to meetings and professional development may be required.
- Performs other job-related duties as assigned by the Curriculum Director or Superintendent.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** Curriculum Director or Superintendent

**Supervises:** Dyslexia Teachers / Dyslexia Therapists

**Terms of Employment:** 210 Days

**FLSA Status:** Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature & Date

\_\_\_\_\_  
Supervisor's Signature & Date