THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Remedial Reading and Writing GRADE: I CODE: 2327

Specialist DATE: 1/13/88

SERIES: General Administrative REV: 4/23/90

Class Definition

Under direction, provides instruction and training in remedial reading, writing, and quantitative skills to Commission employees within a department. Advises and provides assistance in the development and implementation of a literacy program for a department. Performs other related duties as assigned.

Examples of Important Duties

- 1. Designs and conducts training courses in remedial reading and writing; prepares lesson plans, course objectives and instructional materials (e.g., training manuals). Obtains films, tapes and other visual aide materials/equipment for training sessions. Utilizes a variety of instructional methods/ techniques to achieve course objectives. Counsels students on their progress and ways to improve their performance on an individual basis.
- 2. Conducts preliminary testing of all recommended students to assess their reading and writing, and quantitative abilities. Identifies those potential students who would not benefit from the course (i.e. students with learning disabilities).
- 3. Develops and implements course evaluation criteria.

 Determines the effectiveness of courses. Initiates changes to improve the quality of course and to insure course objectives are being met.
- 4. Counsels employees on training/educational opportunities to enhance their educational development to include remedial reading, writing and quantitative skills.
- 5. Maintains contact with educational/training organizations and other appropriate associations for the purpose of keeping abreast of the latest developments in the training/education fields to include remedial reading, writing, and quantitative skills.
- 6. Keeps training records for the department on course participants. Prepares status and progress reports.

 Maintains records of attendance. Monitors and maintains records of training program expenditures to stay within budget.

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Important Worker Characteristics

- A. Good Knowledge of (1) training administration; (2) Merit System regulations;* (3) Statistical Analysis;* (4) Commission activities;* (5) instructional methods and techniques; (6) learning theory.
- B. Ability to (1) handle confidential information with discretion; (2) communicate both orally and in writing; (3) deal tactfully and effectively and courteously with officials, staff and general public; (4) prepare reports and records; (5) arrive at sound decisions through detailed analysis and evaluation of information and data.
- C. Skill in the operation of: audio/visual equipment.
- * Developed primarily after employment.

Minimum Qualifications

- 1. Graduation from an accredited college or university with a Bachelor's degree in psychology, personnel administration, education or related subjects and three years of experience in providing training/education programs which included experience as an instructor in at least one of the following: remedial reading and writing, verbal/written communications, quantitative skills; or
- 2. An equivalent combination of education and experience.
- 3. One year of experience in providing adult education programs is desirable.
- 4. Certification as a Maryland State Reading Specialist is desirable.

Working Conditions

Works in office/classroom. Considerable pressure to meet deadlines.