

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.

