

Heber Overgaard Unified School District No.6

May 20, 2026 - In house

May 26, 2026 - Public

Position Deadline: **Open Until Filled**

Heber/Overgaard U.S.D. #6
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Heber, AZ 85928
Phone (928)535-4622 / Fax (928)535-5146
Email katrina.parrish@h-oschools.org

GENERAL POSTING

Notice

Heber-Overgaard Unified School District #6 has a & part time 10-month, non-benefit, non-Exempt **Reading Specialist** position available at Mountain Meadows. Four days per week (Monday – Thursday) Hours to be determined by Principal. **Para Pro test (we will administer the test) or college hours required.** Position will start 8/4/26 upon Board approval. *Submit resume and application.

HOUSD #6 is an equal opportunity employer.

Please see attached job description, preferences and requirements.

*If you are a current employee for the Heber-Overgaard Unified School District No. 6 you only need to send us a letter of intent. For those not currently employed by the District you must fill out an application. Application procedures can be downloaded from our website at www.heberovergaardschools.org/employment. Please contact Katrina Parrish (ext. 5001) for any further details on the posting above.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Heber-Overgaard Unified School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability including pregnancy, sexual orientation and gender identity in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination: Ron Tenney, 928-535-4622 x 5000.

JOB DESCRIPTION

CLASSIFICATION Classified Reading Specialist

PAY SCALE POSITION Col 1 DATE APPROVED May 14, 2026

GENERAL INFORMATION:

Work Classification: 10 Month
 11 Month
 12 Month

Work Week: Starts 12:00 AM Thursday through Wednesday 11:59 PM

Work Days: Monday through Thursday or as assigned by supervisor

Work Hours: As assigned by supervisor
 9-Hours per day
 7-Hours per day
 Other _____

Work Status: Exempt Non-Exempt

Blood Borne Pathogen Risk: Not at Risk
 At Risk - Job assignments may require you to be to Hepatitis B Virus. The district will provide Hepatitis B Virus immunization. A series of three (3) shots.

Fingerprints IVP Card: As required by ARS 15-512 and District Policies.

Hazardous Waste Exposure: Yes No Required to take and pass Hazardous Materials Examination.

Weight Lifting Requirements: Not required
 Up to 25 LB
 Up to 50 LB
 Up to 75 LB
 Up to 100 LB

Driver License Requirements: None required
 Class 2 License
 CDL License

Drug Free Campus: The use of illegal drugs is prohibited.

Use of tobacco and other substances: Prohibited according to policy.

Probationary Period: (60 calendar days - see District Policy)

Benefits: Employee Leave Days
 Vacation Days
 Employee Insurance (Provided by District per policy.)
 Paid Holidays per district Calendar

Over Time or Compensation Time: Must be approved by immediate supervisor prior to working over 40 hours per week. (Refer to Policy)

POSITION DESCRIPTION

GENERAL FUNCTION:

This position involves working with students' in-groups or individually, working with students that need extra support in reading in a K-3 setting using Tier 2 instruction. You will work with student groups with those that are struggling with the Tier 2 curriculum provided by the district. It is the job of the Reading Specialist to use ELA strategies to assist students in understanding reading standards that they are struggling with.

This position requires the reading specialist to be a strong reader and to be able to connect and educate students who struggle with reading. The reading specialist must be able to use strategies with students such as Phonemic Awareness, Phonics and Decoding, Fluency, Vocabulary Explanation and being able to teach students how to comprehend what they read and apply it.

EXAMPLES OF DUTIES:

- Phonemic Awareness. This position requires the reading specialist to be able to teach students to identify beginning, middle and ending sounds of words, blend sounds together, segment words into sounds and how to accurately manipulate phonemes.
- Phonics and decoding skills. This position requires the reading specialist to teach students how words are spelled and how they work, not just memorize. Immediate and corrective feedback given in small groups will be required.
- Fluency. This position requires that the reading specialist will be able to teach students how to fluently read, pronounce words correctly and be able to get them to read at an appropriate speed and pronunciation level so that they do not struggle.
- This position requires the reading specialist to be able to administer the Dibels benchmark assessment to measure the progress of students. The reading specialist will assist and plan reading goals and objectives based on the data provided by the Dibels benchmarks.
- Vocabulary and Instruction. This position requires the reading specialist to be able to provide background knowledge and information of vocabulary as well as historical background of reading text that is being given to students. Examples of this might be word walls.
- Reading Comprehension and Thinking. This position requires the reading specialist to be able to teach students to summarize what they have read and explain the main points. Being able to infer, predict outcomes based on what is being read, connect ideas, question and visualize are important skills in developing critical thinking for students to develop.
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ORGANIZATIONAL RELATIONSHIPS:

This position requires you to report directly to the principal. You will work hand in hand with the Special Education Director.

DESIRABLE QUALIFICATIONS:

Three to six months of prior training or skills as a Reading Specialist or a similar position is desired. Basic computational, spelling and reading skills as described in the duties as well as knowledge of Dibels benchmark testing or willing to learn Dibels benchmark testing is desired. Must be able to work cooperatively and communicate effectively with students, and teachers; be able to follow directions accurately. Must be able to maintain confidentiality at all times.

This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.