

**Lac Courte Oreilles Ojibwe University (LCOOU)
Position Description No. FACEDRS22825**



Position Title: Reading Specialist
College of: Education
Reports To: Chief Academic Officer (CAO)
FLSA Status: Non-Exempt
Annual Contract: Part-time, 15-20 hours per week – April 01, 2025 to September 30, 2025
Rate of Pay: Dependent on Qualifications
Posting Date: March 19, 2025
Application Deadline: April 02, 2025 or until filled
Start Date: As soon as possible

University Mission Statement:

The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.

General Position Summary:

The preferred candidate's role will involve designing and delivering evidence-based coursework that reflects the most current research on the science of reading, including explicit instruction in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension. In addition, the Reading Specialist collaborates with faculty to integrate best practices and statutory guidelines into LCOOU recently approved teacher preparation program, ensuring that all candidates meet or exceed state licensure and ACT 20 expectations. The position is grant dependent.

Key Responsibilities:

COURSE DEVELOPMENT

- Develop and coordinate courses that emphasize the five essential components of reading instruction and the science of reading, ensuring alignment with ACT 20 guidelines and best practices in literacy education
- Stay current with Wisconsin Department of Public Instruction (DPI) regulations and ACT 20 requirements, integrating any new legislative or policy changes into program curriculum and assessment methods
- Work closely with EDU Department faculty and English instructor at LCOOU to foster a cohesive literacy education program that meets or exceeds state and national standards

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- Use University sanctioned technology (mylcoou, canvas, colleague, drop out detective, authenticator) per direction of Academic Administration
- Utilize course syllabi as designated by the Academic Administration and in accordance with University and HLC policies and procedures
- All course syllabi changes/modifications are to be approved by the CAO and Director of Education for documentation of change, WI DPI requirements, and potential HLC approval
- Development of more effective teaching methods and teaching oriented research
- Selection and procurement of books, films, and other materials for classroom or laboratory use per CAO permission and within the policy guidelines
- Periodic evaluation of library holdings and recommendations of books to be ordered by the library
- Participate in the development of new courses and programs of study as well as the ongoing review and updating of current curriculum
- Performs other duties as assigned by the Chief Academic Officer

SCHOLARSHIP

Engage in ongoing professional learning related to literacy research, attend relevant conferences/workshops, and contribute to scholarly activities that enhance the reputation and effectiveness of the teacher education program.

SERVICE

- Serves as a designated representative of the University
- Participates in the marketing of degree and programs, recruit students, and coordinate the activities of the program
- Makes presentations to outside contacts when requested to assist
- Attends regularly scheduled education department
- Participation in community and cultural activities
- Participates in University sponsored activities such as student recruitment, new student orientation, graduation, and other planned student events
- LCOOU is an inclusive tribal University, faculty and staff are very conscious of being a vital part of the community's living history, and are particularly proud of the beautiful, and sustaining traditions of the Ojibwe culture.

Minimum Qualifications:

- At least 3 years of teaching in a classroom setting
- Master's degree with Wisconsin Educator License Tier II-4 or
- Master's degree with capability of receiving Wisconsin Educator License or

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- Master’s degree with out of state licensure
- Master’s degree includes:
 - A master’s degree (or higher) in Reading/Literacy Education, Curriculum & Instruction (with a reading emphasis), or a closely related area
- Eligibility for or possession of the Wisconsin Reading Specialist License or Reading Teaching license
- Thorough understanding of the evidence-based pillars of reading instruction (phonemic awareness, phonics, fluency, vocabulary, and comprehension), along with reading readiness skills
- Familiarity with the latest research on the science of reading and evidence-based literacy practices
- Substantial classroom or reading specialist experience in K-12 settings, demonstrating the ability to apply and model best practices in literacy instruction
- Demonstrated understanding of Wisconsin’s Department of Public Instruction (DPI) requirements for teacher preparation programs, including ACT 20 mandates related to the science of reading
- Commitment to integrating and assessing teacher candidates’ mastery of these statutory guidelines

Preferred Qualifications

- A doctoral degree (Ph.D. or Ed.D.) in literacy or a related field is often preferred, especially for tenure-track or leadership roles

Knowledge, Skills, and Abilities Required:

- Excellent relational skills
- Excellent organizational skills
- Strong communication skills
- Strong computer technology and application skills
- Able to work collaboratively and independently
- Work experience relevant to the courses assigned
- Able to verbalize different teaching methodologies
- Able to verbalize knowledge of Ojibwe Culture and tribal communities

Work Environment:

- Office, classroom, and campus facilities environment
- Will require travel to Outreach sites and external meetings

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Reportability:

- Chief Academic Officer is the direct supervisor.

Application Process:

Please submit either a hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at www.lco.edu/hr) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources
Lac Courte Oreilles Ojibwe University
13466 W Trepania Road
Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

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