**Position: Literacy Specialist**

**General Job Description**: To provide assistance to teachers so that appropriate research-based strategies are employed in order for students to achieve literacy.

**Essential Duties and Responsibilities**:

* Exhibit theoretical and research-based knowledge of language acquisition and child development through middle childhood.
* Assist teachers in recognizing and responding to the multiple needs of the diverse learners in our district.
* Assist teachers in utilizing a variety of on-going, instructionally based assessment approaches to inform and differentiate instruction.
* Research, teach, and model best practices used to address the needs of those students who struggle with reading and writing.
* Assist with implementing a balanced approach of direct teaching using authentic, literature-based reading and writing opportunities.
* Work with teachers and administrators to develop and use appropriate literacy strategies, implementation plans, and assessment tools.
* Assist with district and school-wide literacy initiatives.
* Provide ongoing professional development to staff.
* Provide constructive feedback to teachers in their approach and instruction in reading and writing.
* Demonstrate instructional leadership and professionalism.

**Additional Duties and Responsibilities:**

* Effectively communicate accurate and up-to-date information to teachers, parents, and students in a way that enhances student learning.
* Manage time and resources appropriately.
* Create a positive atmosphere that promotes cooperation with administration, parents, coworkers, and students.
* Demonstrate concern for students’ and teachers’ well-being.
* Embrace and encourage the acceptance of diversity.
* Maintain a familiarity with current educational issues.
* Use current technology for instruction and management purposes.
* Be available for consult with parents, students, administration, and peers outside the school day, as needed.
* Spend time beyond the school day preparing and planning instruction and professional development.
* Disaggregate and analyze data to target instruction, enhance student learning, and inform teacher practice.

**Desired Qualities & Characteristics** **:**

* Achieve results based on agreed-upon expectations
* Take personal responsibility
* Highly detail-oriented
* Collaborate effectively with a range of stakeholders including administration, faculty, and parents.
* Strong written and verbal communication skills

**Physical Requirements:**

* While performing the duties of this job, the employee may be required to sit, walk, stand, talk, and hear.
* Light lifting of equipment may be required (up to 10 lbs.)

**Application Procedure**  
To be considered for this vacancy, please submit:  
1. Cover letter;  
2. Resume, which should contain applicable license/certification information; and  
3. The contact information for three professional references.

**Equal Opportunity Employer**

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