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|  | **JOB TITLE** | K2 LITERACY SPECIALIST |
| **REPORTS TO** | BUILDING PRINCIPAL |
| **SALARY SCHEDULE/GRADE** | CERTIFIED SALARY SCHEDULE |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 20XX |
| **POSITION CLASSIFICATION** | CERTIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Valid Kentucky certification. |

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| **POSITION SUMMARY** |
| To implement by instruction and action the district’s philosophy of education and instructional goals and objectives. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Create systems that enable shared leadership among teachers in K-2 classrooms with literacy practices. |
| Develop and monitor systems that enable students and teachers to understand current literacy realities for each student. |
| Develop lesson plans and instructional materials and provide individualized or small group instruction in order to adapt the curriculum to the needs and learning styles of each student. |
| Translate lesson plans into learning experiences to best utilize the available time for instruction.  |
| Establish and maintain standards of student conduct needed to achieve an effective learning atmosphere in the classroom. |
| Evaluate student’s academic, behavioral, and social growth, keeps appropriate records, and prepare progress reports on a regular basis. |
| Communicate with students and parents through conferences and other means to discuss student’s progress and interpret the school program. |
| Identify students needs and cooperate with other professional staff members in assessing and helping students solve health, attitude and learning problems. |
| Maintain professional competence through professional staff development activities provided by the district and/or self-selected professional growth activities.  |
| Participate collaboratively with administrators in the evaluation process. |
| Selects Select and requisition instructional materials; maintain required inventory records. |
| Administer assessments in accordance with the district assessment program. |
| Participate in curriculum development programs as required. |
| Participate in faculty meetings, team meetings, departmental meetings, committees and the sponsorship of student co-curricular activities as assigned. |
| Employ a variety of instructional techniques, strategies and media, consistent with the needs and capabilities of the individuals or student groups involved.  |
| Accept responsibility for appropriate utilization of and the care of equipment, materials and facilities. |
| Implement authentic instruction, and continuous assessment. |
| Demonstrate effective positive interpersonal and communication skills, with students, parents and staff. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020 |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Curriculum, instruction and assessments. |
| Record keeping techniques. |
| Operation of computer and technology ancillaries |
| Verbal and written communication skills |
| Laws, rules and statutory regulations related to assigned activities. |
| Policies and objectives of assigned program and activities. |
| Pedagogy and technical aspects of field of specialty. |
| Prioritize and schedule work.  |
| Determine appropriate action within clearly defined guidelines. |
| Work independently with little direction. |
| Meet schedules and timelines. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  |
| Requires the ability to communicate effectively using speech, vision and hearing. |
| Requires the use of hands for simple grasping and fine manipulations. |
| Requires bending, squatting, crawling, climbing, reaching. |
| Requires the ability to lift, carry, push or pull light weights.  |