

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Literacy Consultant for Office of School and System Improvement

QUALIFICATIONS:

1. Holds a valid Kentucky Teaching Certificate in the area of reading/literacy and a Supervisor of Instruction or Consultant Certification
2. Holds a Master's degree
3. Has a minimum of three (3) years experience in curriculum and instruction. Has extensive knowledge of state and national standards and the state assessment and accountability systems.
4. Has extensive practitioner knowledge of research-based, best practice instructional strategies and possesses the skills to search for and access additional information
5. Has demonstrated evidence of educational leadership such as a solid understanding of the collaborative PLC processes as the foundation for curriculum, instruction, and assessment practices
6. Has extensive knowledge in the change process and the ability to explain, promote, and support teachers in understanding the need for change in the instructional process
7. Has a clear understanding of confidentiality and the interpersonal skill set required to build and maintain strong relationships built on trust
8. Has the ability to think flexibly and adapt to leading the changing landscape of education
9. Has the ability to effectively manage multiple projects and tasks
10. Has demonstrated the ability to communicate effectively with students, staff, parents, and community

REPORT TO: Assistant Superintendent of School and System Improvement

JOB GOAL: To serve in an instructional resource capacity in the area of literacy to teachers and administrators working in an enhanced improvement setting to best meet the needs of all learners

PERFORMANCE RESPONSIBILITIES:

1. Assist with the development, implementation and alignment of curriculum at schools identified as needing more support
2. Collaborates with colleagues to ensure roles, processes, and tasks are aligned in the spirit of continuous school improvement
3. Assist and support teachers with the development of individual staff competencies through training, modeling, observing, monitoring and providing feedback for curriculum, instruction and assessment initiatives
4. Provide whole staff professional development in the areas of research-based instructional strategies, literacy curriculum alignment, assessment literacy, and cross-disciplinary planning sessions.
5. Assist teachers with developing differentiation strategies in literacy as well as research-based ESSA approved interventions and/or extensions for students needing differentiated supports

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6. Participate in learning walks, co-teaching, and classroom visits to determine how to best support teachers
7. Attend workshops and trainings as approved by Supervisor to keep abreast of recent research and best practices regarding positive school turn-around work
8. Use creativity and work collaboratively to solve problems and remove barriers impacting growth and progress of assigned schools
9. Perform other duties consistent with the position as may be requested by the Supervisor

TERMS OF EMPLOYMENT:

- Salary
- 10 1/4 months
- Board approved