

District Wide Literacy/Intervention Specialist

QUALIFICATIONS:

1. Valid Kentucky teaching certification.
2. Reading or Literacy Specialist endorsement.
3. A minimum of three (3) years successful classroom teaching experience.
4. Literacy Design Collaborative Coach Certification is preferred, but not required. This certification will be attained during the job.

REPORTS TO: Principal(s), Superintendent or Designee Chief Academic Officer

JOB GOALS: To provide direct support to the implementation of the Striving Readers Grant; and to support the Mission Statement of the Breathitt County School System.

PERFORMANCE RESPONSIBILITIES:

1. Attends work daily, being in prompt attendance, and remains on duty as specified by the Superintendent or the Superintendent's designee.
2. Implement Striving Readers Comprehensive Literacy Grant including implementation of an approved comprehensive and coherent literacy (reading, writing, speaking and listening) program that serves Birth to Grade 12.
3. Ensure program aligns across and within all bands for the Birth to Grade 12 continuum (i.e. comprehensive literacy instruction).
4. Supports the vertical and horizontal alignment of English Language Arts curriculum.
5. Guides teachers to collect and analyze data and develop action plans in response to determine student needs.
6. Provides individualized, classroom-based support to implement comprehensive literacy programs. This will include modeling of best teaching practices.
7. Demonstrates an understanding of best practices in the area of reading, writing, speaking and listening and encourages teachers to apply these before, during and after reading.
8. Assists teachers in planning, sequencing and scaffolding of instruction.
9. Facilitates the integration of reading skills/strategies/technology into reading classrooms.
10. Assists teachers in the evaluation of diagnostic reading/writing results and future instruction based on those results.
11. Models techniques for effective delivery of instruction in reading classrooms.
12. Provides professional learning and follow-up coaching to reading teachers.
13. Assists in the administration and interpretation of reading progress monitoring and diagnostics. Keeps accurate records of these scores.
14. Assists in formal and informal assessments and interpretation of results.
15. Works with reading teachers to design instruction as a result of progress monitoring and diagnostic results.
16. Solicits and uses data (student work samples, student achievement information and teacher assessments) to guide instruction and building of staff development.

17. Guides learning conversations and exchanges ideas in a non-evaluative manner.
18. Coordinates training of district initiatives for new teachers, including district approved current literacy program and assessment system.
19. Supports teachers in identifying and refining instructional strategies that lead to short and long-term goals.
20. Provides feedback and consultation about classroom observations and demonstrations that promote teacher self-reflection.
21. Demonstrates exemplary literacy instruction.
22. Participates in district and school literacy team meetings and provides direction, leadership and technical assistance.
23. Maintains confidentiality of students and/or staff.
24. Collaborates with principals and curriculum staff to design and implement a K-2 intervention program.
25. Assists in the analysis of various test results for students and groups of students to help determine placement.
26. Uses data, such as progress reports and areas of trouble, to provide support to teachers in delivering instruction to students to bring their skills up to grade-level.
27. Monitors the progress of students in intervention, maintains records and communicates with parents and teachers.
28. Attends and participates in ongoing k sessions, data analysis meetings and workshops.
29. Works with a team to help identify the best practices for individual students and groups of students.
30. Works with teachers to design instruction as a result of progress monitoring and diagnostic results.
31. Provide input regarding the development and implementation of an intervention plan.
32. Works with teachers and principals to teach the intervention strategies.
33. Prepares reports for parents, teachers and principals regularly.
34. Attends the appropriate training to improve knowledge and skills.
35. Participates in evaluations of the intervention plan.
36. Performs other applicable duties assigned by the Superintendent or designee.

TERMS OF EMPLOYMENT: 220 days