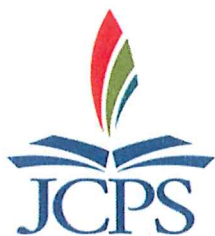


Rational for Academic Literacy Specialist

The Academic Literacy Specialist replaces a role that was more narrowly focused on the Every 1 Reads initiative. The position is responsible for literacy gains through implementation of instructional best practices, community relationship development, and continuous improvement. The position will be funded in its entirety by the District's elimination of one Regional Academic Director position.



NEW: Submitted:
07/22/2026 07/21/2026

JOB TITLE:	SPECIALIST ACADEMIC LITERACY
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides districtwide leadership for the development, implementation, and continuous improvement of literacy initiatives that increase reading achievement for all students. Leads and coordinates the district's literacy efforts by supporting high-quality instructional practices, fostering partnerships with schools and the community, and promoting a culture where literacy is a shared responsibility. Collaborates with district leaders, principals, teachers, families, higher education, businesses, and community organizations to improve literacy outcomes for every student.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads the development, implementation, and evaluation of districtwide literacy initiatives aligned to the district's strategic priorities.
Coordinates district literacy campaigns, family literacy initiatives, and community partnerships that promote reading both in and outside of school.
Uses multiple sources of student achievement, assessment, and implementation data to identify trends, monitor progress, and recommend strategic actions to improve literacy outcomes.
Develops tools, resources, and implementation guidance to support schools in strengthening literacy instruction.
Designs and facilitates professional learning for district leaders, principals, literacy coaches, teachers, and support staff on high-quality literacy instruction and implementation.
Monitors the implementation of district literacy initiatives and provides coaching, technical assistance, and recommendations for continuous improvement.
Researches emerging literacy practices, instructional resources, legislation, and educational trends to inform district decision-making.
Coordinates district literacy events, reading celebrations, summer literacy opportunities, volunteer reading initiatives, and community engagement activities.
Establishes partnerships with public libraries, universities, businesses, nonprofit organizations, and community agencies to expand literacy opportunities for students and families.
Collaborates with Communications to promote literacy initiatives through strategic messaging and community outreach.
Assists in the development and monitoring of budgets, grants, and funding opportunities supporting literacy initiatives.
Prepares reports, presentations, and recommendations regarding literacy progress for district leadership and the Board of Education.
Assures compliance with federal laws, Kentucky statutes, Kentucky Department of Education regulations, and district policies related to literacy and instructional programs.
Establishes and maintains liaison relationships with appropriate local, state, and national organizations, elected officials, governmental agencies, other school districts, and school-community groups

Ensures planning for key committee and Board meetings to include: tracking, monitoring, and following the progress of projects, action items, strategies that emanate from the Board and its committees; arranges and conducts regular meetings
Completes all trainings and other compliance requirements as assigned by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., moving around office setting. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Certificate in Administration and/or Supervision (Supervisor of Instruction and/or Principal Certification)

Master's degree with a valid Kentucky teaching certificate

Five (5) years of successful teaching experience

Expertise in equity, inclusion, and culturally responsive education

Ability to analyze student achievement data and translate findings into actionable instructional strategies.

Ability to work successfully with others

Ability to manage multiple districtwide initiatives simultaneously.

Effective communication skills

DESIRABLE QUALIFICATIONS

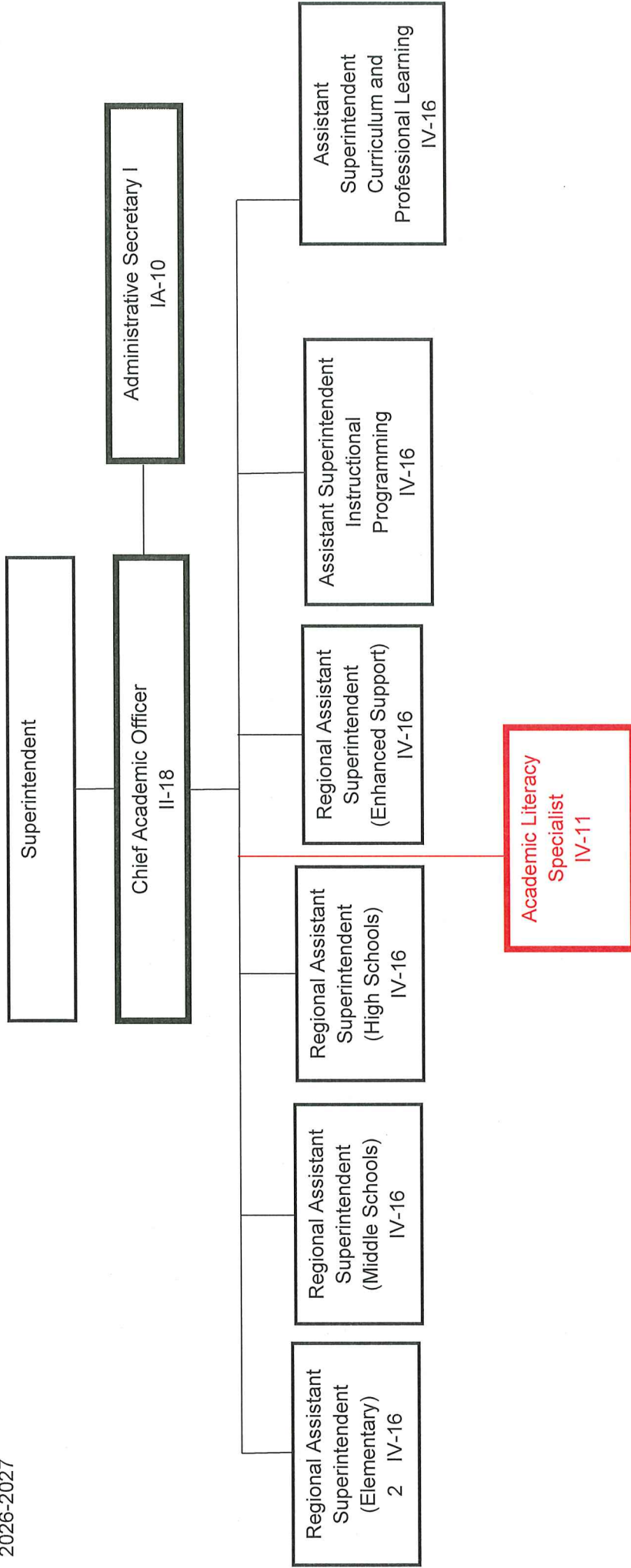
Demonstrated leadership experience

Demonstrated ability to write distinctly and organize data

Ability to work cooperatively and strategically in a team environment

Experience implementing comprehensive literacy systems in a large urban school district.

Doctorate or advanced graduate preparation in Literacy, Curriculum and Instruction, Educational Leadership, or a related field.

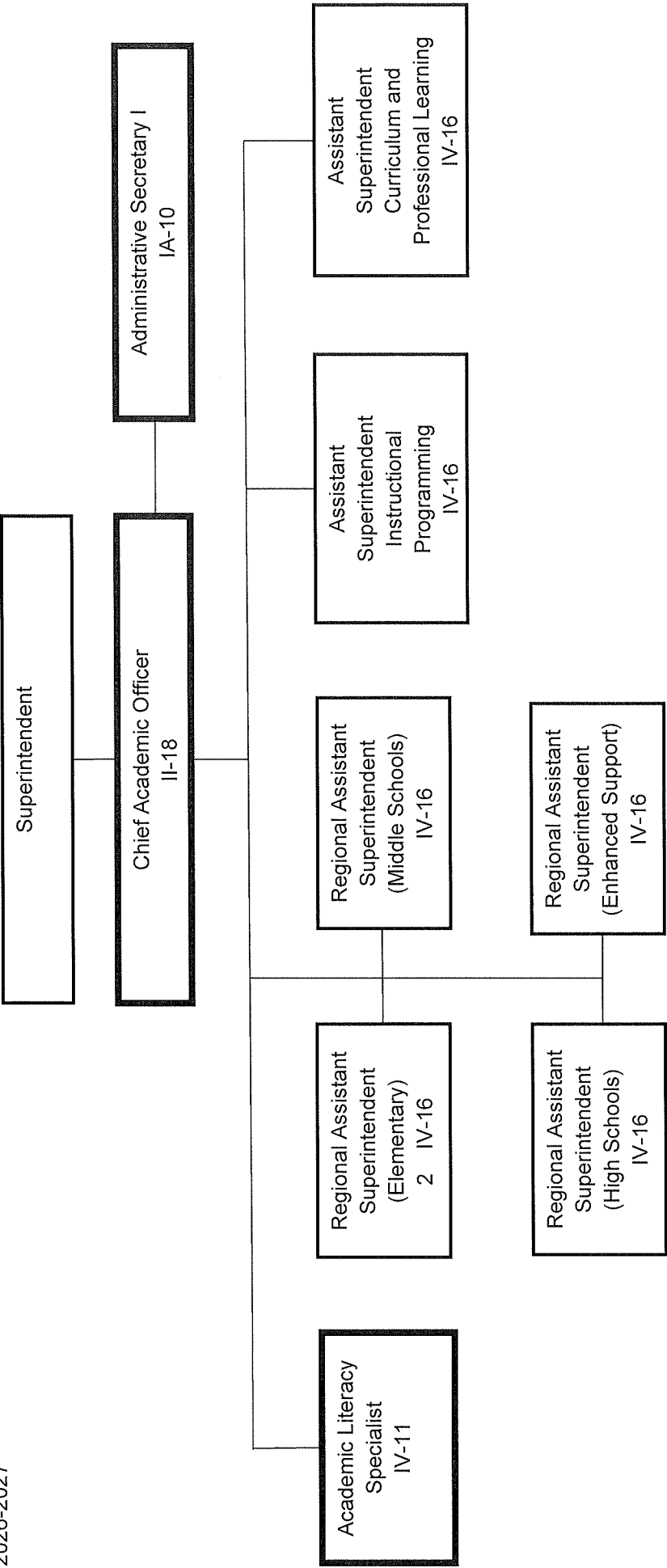


1. Add Academic Literacy Specialist IV-11

Summary:

General Fund Positions: 2 3
Categorical Fund Positions: 0

Submitted: 03/10/2026 07/21/2026
Effective: 07/01/2026 07/22/2026



Summary:

General Fund Positions: 3
Categorical Fund Positions: 0

