

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Literacy Specialist
Job Group: Educator
Reports To: Principal

Summary: Supports the implementation of the school district's K-8 Literacy program.

Essential Duties and Responsibilities:

1. Ensures quality Literacy instruction and learning by:
 - a. Collaborating with Literacy teachers and administrators to identify and prioritize literacy needs consistent with research-based practices and assessment data.
 - b. Observing and assessing embedded literacy content and pedagogy in classrooms, and coaching teachers on current best practices.
 - c. Monitoring student learning using a variety of methods and recommending adjustments to instruction to meet student needs.
 - d. Providing literacy instruction and interventions to students.
 - e. Developing, implementing, and analyzing local literacy assessments,
 - f. Developing, implementing, and evaluating intervention methods, as well as coaching teachers on best practices.
 - g. Developing, implementing, and evaluating enrichment opportunities.
2. Provides professional development opportunities to others by providing:
 - a. Collaborates with individual teachers through co-planning, co-teaching and coaching to plan for the individual instructional needs of students. Facilitates teachers' use of successful, research-based instructional strategies, including differentiated instruction for diverse learners.
 - b. Assists with collaborative planning, in-service and professional development to promote teacher's delivery and understanding of the literacy curricular.
 - c. Literacy resources to the school community.
3. Remains current on career related subject matter by:
 - a. Participating in Literacy related work at the Supervisory Union Level.
 - b. Serving as a local resource on the Literacy curriculum, Vermont Proficiencies, Common Core State Standards, as pertinent.
 - c. Attending professional meetings and networks with other literacy educators.
4. Coordinates with the Director of Curriculum and Instruction to ensure the curriculum is aligned with state standards.
5. May perform other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree.

Certificates, Licenses, Registrations: Valid Vermont Teaching License with appropriate endorsement in Reading/English Language Arts Specialist or Specialized Literacy Professional.

Language Skills: Ability to read, analyzes, and interprets textbooks, periodicals, professional journals, procedures, and/or governmental regulations. Ability to write lesson plans, reports, correspondence, and procedures. Ability to effectively present information and respond to questions from students, parents, staff, and the public.

Mathematical Skills: Ability to work and teach basic and advanced mathematical concepts such as addition, subtraction, division, fractions, percentages, ratios, proportions probability, statistical inference, fundamental to advanced algebra and geometry. Ability to apply math concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use a variety of assessments for student work.

Reasoning Ability: Ability to solve practical problems and deal with a variety of situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school and Supervisory Union objectives and the needs and abilities of assigned students. Ability to establish and maintain effective relationships with students, peers, and parents; skilled in oral and written communication. Ability to perform duties with awareness of all supervisory union requirements and Board policies.

Physical Demands: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, talk, and hear. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books. The employee is directly responsible for safety, well being, or work output of students. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Emotional Demands: The individual must be able to work with others in a collegial and cooperative manner, model best behavior, must show above average interpersonal skills and follow directions of school leadership.

Work Environment: The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

Terms of Employment: Per the Master Agreement

Evaluation: Annually

Date: 4/10/23

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned and are performed by the individuals currently holding this position.