

CENTER JOINT UNIFIED SCHOOL DISTRICT

TITLE: Literacy Specialist
DEPARTMENT:
SALARY GRADE:

SUPERVISOR: Principal/Designee
CLASSIFICATION:
BOARD APPROVED:

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under the supervision of the site principal/designee, the Literacy Specialist is responsible for providing Tier II and Tier III direct instruction to students to enable students to develop literacy skills. The Literacy Specialist is also responsible for collaborating with staff to ensure high-quality literacy instruction in classrooms.

ESSENTIAL DUTIES:

1. Gather, compile, and disaggregate literacy data and link that data to student learning and instruction.
2. Collaborate with administrators, teachers and relevant school and district staff on the identification of students in need of Tier II and Tier III intervention.
3. Create and monitor a system of short-term Tier II and Tier III intervention cycles.
4. Provide direct instruction to students in individual, small group, or full classroom settings.
5. Plan appropriate learning experiences using a variety of instructional techniques.
6. Implement lesson plans and instructional materials to conform with District and State curriculum guidelines.
7. Deliver instruction to students to improve their success in literacy.
8. Evaluate students' reading progress and determine whether or not satisfactory progress is occurring
9. Maintain appropriate records and communicate student progress with teachers and parents/guardians.
10. Maintain accurate, complete, and correct records as required by law, district policy, administrative guidelines, or specific program requirements.
11. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
12. Provide professional development to teachers in latest research and instructional techniques.
13. Provide teachers with literacy instructional strategies.
14. Conduct demonstration lessons.
15. Attend Student Success Team, 504, and IEP meetings for relevant students.
16. Use technology to strengthen the teaching/learning process.
17. Serve on staff committees related to literacy.
18. Create an emotionally and physical safe learning environment.
19. Interact positively with colleagues, supervisors, parents, and community agencies.
20. Attend professional development related to job duties.
21. Perform other related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- California State English/Language Arts Standards
- Researched-based teaching strategies

- Reading research and strategies
- Response to Intervention (RTI) process and Tiered Instruction
- Universal Design for Learning (UDL) principles
- Diagnostic techniques of student learning needs

ABILITY TO:

- Employ appropriate student motivational techniques
- Accept individual student's level of learning as a starting point for instruction
- Apply appropriate teaching strategies across the District curriculum effectively
- Consistently establish and maintain effective classroom control
- Motivate students
- Communicate with individuals from varied educational and cultural backgrounds
- Direct support personnel
- Evaluate student performance
- Maintain records
- Meet schedules and deadlines
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner
- Communicate effectively in both oral and written form
- Establish and maintain effective work relationships
- Integrate appropriate technology into existing curriculum

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential
- Preferred Reading/Language Arts Specialist Credential or comparable certification
- TB Test clearance
- Drug test clearance
- Criminal Justice Fingerprint clearance
- Five years of successful classroom teaching

PHYSICAL REQUIREMENTS:

- Sufficient vision to read printed and technological materials
- Sufficient hearing to conduct in-person conversations
- Understandable voice with sufficient volume and clarity to be heard in normal conversations
- Sufficient dexterity to write and use office and classroom equipment
- Sufficient strength to lift, carry, reach and handle objects
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions