

# Literacy Specialist

**FLSA Status:** Exempt

**Last Revised:** November, 2016

**DEFINITION:** The literacy specialist will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This assignment may be at the school or the district level, or even a combination of both.

**RESPONSIBLE TO:** Site administrator or as assigned by Superintendent.

**TERMS OF EMPLOYMENT:** see Article 16 of Certified Contract

**PAY RATE:** Certified Teacher Salary (see Appendix A of Certified Contract)

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Administer appropriate district curriculum which is aligned with the Nevada State Standards.
2. Ensure the opportunity for all students to learn in a supportive environment.
3. Create and maintain a positive, orderly, and academically focused instructional environment.
4. Develop and implement the Components of an Effective Reading/Language Arts Lesson for instruction.
5. Analyze student progress and provide appropriate instruction.
6. Ensure assessment regulations and guidelines are followed at all times.
7. Develop a classroom climate that promotes positive learning conditions.
8. Work professionally with administrators, staff, parents, and community.
9. Integrate technology into the instructional program.
10. Provide instructional support and assist with data analysis.
11. Prepare and model literacy lessons.

12. Collaborate with and coach classroom teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs.

### **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

- Provide instruction in an elementary classroom.
- Work cooperatively with students, parent, peers, administration, and community members.
- Guide the learning process toward achievement of curriculum goals.
- Establish and communicate clear objectives for all lessons, units, and projects.
- Lead Professional Development in the areas of Reading/Language Arts.
- Maintain accurate and complete records as required by law and district policy.
- Maintain and improve professional competence.
- Communicate effectively both written and orally.
- Serve as literacy coach/mentor.

### ***Required Certifications and Licenses:***

1. Bachelor's Degree from an accredited college or university.
2. Fully certified, through the State of Nevada Department of Licensure, in Reading/Language Arts, Literacy.
3. Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
4. Bloodborne Pathogen and Universal Precaution Training.
5. Valid Driver's license.

### ***Experience and Training:***

1. Three years minimum successful teaching experience.

### ***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods

of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

***Evaluation:***

Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

**An Affirmative Action/ Equal Opportunity Employer:**

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_