

# Literacy Specialist

Teacher

**FLSA Status:** Exempt

**Created:** March 2024

**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 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. Support school personnel with the development and implementation of high-quality, standards-based instruction aligned to the ELA NVACS and the NEPF.
2. Plan, prepare, and facilitate literacy professional learning and follow-up processes to support school-based personnel with the implementation of the ELA NVACS, NEPF, and LCSD's Local Literacy Plan.
3. Work collaboratively with teachers to model effective data-driven, decision-making processes that support development, implementation, and progress monitoring for intervention plans.
4. Work collaboratively with school administrators and classroom teachers to effectively implement the required RBG3 assessments, including the Brigance Screener III and Measures of Academic Progress (MAP) Growth assessments.
5. Provide coaching and mentoring support for teachers by conducting demonstration lessons, observing classroom instruction, and conferencing with teachers to implement research-based strategies addressing the needs of all learners, including students who have been identified as at-risk in literacy, students with special needs, and English language learners.
6. Oversee RBG3 assessment protocols, including the administration of the Brigance Screener III to all kindergarten students within the first 30 days of school, administration of the MAP Growth assessment to all students in grades 1-5 within the first 30 days of school, administration of the MAP Growth assessment to all students in kindergarten through Grade 5 during the winter and spring benchmarks; and the development of a progress monitoring plan and systematic support for every student identified as at-risk in literacy.

7. Ensure parents and/or legal guardians are notified within 30 days of the determination that a student in kindergarten through grade 5 is identified as at-risk in literacy.
8. Provide instruction to students who are identified as at-risk in literacy.
9. Provide instruction and support to parents and/or guardians of students who have been identified as at-risk in literacy.
10. Participate in ongoing professional learning of the RBG3 full time literacy specialist following the roles and responsibilities of the RBG3 full-time literacy specialist as defined by the Nevada Department of Education and the LCSD.
11. Maintain confidentiality while building and maintaining a high-level of trust with site-based and district personnel.
12. Other duties as assigned.

#### **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 literacy instruction and interventions in an elementary classroom.
- Work cooperatively with students, parents, 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.
- Plan, prepare and 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.

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

1. Three years minimum successful teaching experience.
2. A year or more experience coaching, mentoring, or supervising teachers.
3. A master's degree in literacy/reading is preferred but not required.

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

1. Bachelor's Degree from an accredited college or university.
2. Possession of a valid Teaching Certificate issued by the State of Nevada with a Reading Specialist endorsement.
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.

**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 and travel to various school locations.

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

**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: \_\_\_\_\_

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