

YKSD JOB DESCRIPTION



JOB TITLE: Early Literacy Specialist (Itinerant) **	
SUPERVISOR: Director of State & Federal Programs	CLASSIFICATION: Certified
DAYS/MONTHS: 188 days	

**This position is grant funded and contingent upon the funding associated with the Start Strong Grant. The anticipated grant end date is June 2020. Although the grant is expected to end on that date, sometimes additional funding can be obtained to extend a grant beyond the end date.

GENERAL RESPONSIBILITIES

The Early Literacy Specialist works with administrators, classroom teachers, school support staff and central office instructional staff to plan and implement quality reading instruction as well as interventions for students in need of support. The Early Literacy Specialist, specifically in grades K-3, also provides reading and language arts staff development on the campus, evaluates students to determine reading strengths and weaknesses, and plans and implements programming for parent involvement and family reading.

Conduct classroom observations and provide feedback to teachers improving teacher-child interactions and curriculum implementation that supports positive child outcomes. Provide technical support and assistance to classroom teachers as assigned, including direct coaching and mentoring of education staff to improve instructional practices and classroom quality. Provide regular classroom observations using the specified evidence-based tools. Under the direction of the Director of State & Federal Programs, assist with the planning and monitoring of education component services. Attend workshops, conferences, and other necessary trainings to support component goals. Perform other related duties as assigned from time to time.

DUTIES & EXPECTATIONS

1. Meet with primary grade level teachers to assist in the implementation of the reading/language arts curriculum.
2. Present model lessons and coach primary teachers on areas of instructional focus.
3. Provide support services for kinder through third grade students experiencing reading difficulties
4. Monitor and support teachers in the implementation of Early Literacy Foundation practices.
5. Evaluate students for strengths and weaknesses in reading/language arts.
6. Test students in primary grades and provide appropriate instructional interventions for students.
7. Serve as a resource for professional materials and instructional strategies/materials.
8. Assist administration in identifying school site weaknesses in reading/language arts.
9. Assist primary grade level teachers in disaggregating and analyzing data to plan instruction.
10. Assist primary grade level teachers in developing curriculum-based assessments and instruction.
11. Participate in position-related professional development.
12. Provide support for family reading opportunities/other on site school reading initiatives.

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13. Work closely with parents to assist students with reading difficulties.
14. Meet with district administration for reading/language arts on a regular basis.
15. Perform other duties as suggested by campus principal and district instructional specialist (federal programs) for elementary reading/language arts.
16. Familiar with standard office equipment, including computer, printer, copier, telephone system, whiteboard, and video conferencing.
17. Capable of making decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.
18. Some evening and weekend work will be required. Travel in small aircraft required.
19. Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job.
20. Physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.
21. Other duties as assigned

PRIMARY WORKING CONTACTS

Administrators, teachers, counselors, students, and parents.

SUPERVISION RECEIVED AND EXERCISED

Receives oral and/or written instructions from assigned district office administrator(s).

Responsible for the safety and supervision of students.

EVALUATION

Annual written evaluation.

QUALIFICATIONS

Education: A minimum of a Bachelor's degree or higher from an accredited college or university in Early Childhood Education, Special Education experience, Professional Reading Specialist Certification, or related field. Valid Alaska teaching certificate.

Experience: A minimum of five years of experience teaching primary school aged children, plus two years of supervisory experience required.

Knowledge:

Extensive knowledge of:

- Teaching and differentiating in multi-grade classrooms.
- Teaching reading in primary classrooms

Abilities:

- Coaching teachers with variable levels of classroom experience and experience teaching in rural Alaska.
- Effective communication via email, phone and videoconferencing
- Able to coordinate on-site visits and distance-delivered follow-up conversations