



## LITERACY SPECIALIST

### Qualifications:

1. Valid New Jersey Teaching Certificate AND
2. Valid New Jersey Supervisor's Certificate and/or Valid New Jersey Reading Specialist Certificate
3. Master's Degree with concentration in Reading or Writing preferred
4. Five years of excellent experience as an innovative classroom teacher that successfully integrated the use of English Language Arts content and skills to enhance student learning, with demonstrable results
5. Experience in team teaching, coaching/mentoring, or at a minimum having led school-level workshops
6. Demonstrates extensive knowledge of Reading, Writing, and Literacy development
7. Demonstrates knowledge of the New Jersey Student Learning Standards for English Language Arts and Literacy
8. Demonstrates knowledge and understanding of child growth and development, effective instructional strategies, curriculum development, classroom management, learning assessment and diagnosis, and research related to learning.
9. Interpersonal skills (communication, problem solving, conflict management, collaboration) to share research based instructional approaches with teachers and administrators and provide advice, mentoring, and coaching
10. Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
11. Be proficient in all areas of Instructional Technology
12. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Supervisor of Curriculum and Instruction

**Job Goal:** The primary role of the Literacy Specialist is to mentor and support teaching and learning through modeling, coaching and professional development to improve and accelerate student achievement through quality curriculum and instruction.

### Duties and Responsibilities:

1. Provide research-based content knowledge and resources to staff about learning and teaching literacy.
2. Provide research-based materials for use by the District departments, schools, teachers, and parents.
3. Provide research-based information and guidance regarding a range of effective and innovative literacy practices through various activities.
4. Collaborate with staff to collect and analyze data for professional development needs.
5. Coordinate, monitor, and deliver professional development (for in-service days as well as after school offerings).
6. Provide demonstration lessons to model effective instructional strategies and assessments.
7. Provide assistance and support in the use of instructional materials and technology.
8. Maintain paperwork consistently, appropriately, and in a timely manner.
9. Maintain the confidentiality of schools, teachers, and classrooms.
10. Coordinate/facilitate instructional material pilots and implementations.
11. Support the development of a coherent instructional program with clear and well-articulated standards that incorporate best practice across the content areas.

12. Develop understanding and proficiency in the alignment of curriculum with New Jersey Student Learning Standards for English Language Arts.
13. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
14. Attend training and professional development in and out of district.
15. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
16. Support teachers with communication and conferencing with parents.
17. Serve as an educational reading consultant to students, parents, teachers, and other administrators in the interpretation, implementation, and evaluation of educational data and programs.
18. Attend required meetings and serve, as appropriate, on committees and planning teams.
19. Participate in curriculum and program development and in the selection of materials and equipment to support instruction.
20. Participate in goal setting activities with teachers and other administrators.
21. Coordinate and monitor school-level gifted and talented programs.
22. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** 10-Month Position (September 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Based on the Board-approved rate.

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: July 16, 2013**  
**Amended: November 19, 2013**  
**Amended: March 27, 2018**  
**Amended: September 18, 2018**