

TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description

Position Title: Literacy Support Specialist

Department: Instructional Services

Reports To: Director – Instructional Services

Prepared By: Jill Ball

Date: 6/5/19

Approved By: Superintendent

Date: 6/10/19

SUMMARY:

This position supports the Literacy Coach to provide support to teachers in implementing tier 1 instruction with teachers in our local districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Model effective instruction strategies for teachers
- Facilitate study groups
- Coach and mentor colleagues
- Train teachers in data analysis and using data to differentiate instruction
- Work with teachers to ensure that evidence-based reading programs (such as comprehensive core reading programs, supplemental reading programs, and comprehensive intervention reading programs) are implemented with fidelity
- Train teachers to diagnose and address reading deficiency
- Help increase instruction density
- Help lead and support reading leadership teams at the school
- Continue to increase his or her own knowledge base in best practices in reading instruction and intervention
- Model and coach whole- and small-group instruction with student, for teachers in grades K to 3

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of five (5) years successful teaching experience, preferably in a K-3 setting.

Sufficient knowledge of evidence-based reading research

Special expertise in quality reading instruction (and infusing reading strategies into content-area instruction)

A minimum of a bachelor's degree and advanced coursework in reading or have completed professional development in research based literacy instruction.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan teaching certificate

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions in one-on-one and small group situations to students, staff, administration, and/or members of the business community.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with administrators, teachers, staff, and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 lbs. such as boxes of books and teaching materials. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Driving is required as the employee must be able to travel from building to building.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.