

JOB DESCRIPTION

TITLE LITERACY SPECIALIST

QUALIFICATIONS

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/ Experience	Bachelor's degree with certification in reading or endorsement. Four years of classroom teaching experience, an understanding of instructional design, and familiarity with a variety of applications of technology required. Ability to plan and facilitate a group to achieve desired outcomes in working collectively to implement instructional change. Demonstrates expertise in reading/literacy.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or the school board.
Mathematical Skills	Ability to calculate figures and amounts such as proportions percentages, and salary calculations.
Certificate/License	Florida Teaching Certificate or Endorsement in Reading
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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 talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and 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 quite.

REPORTS TO Supervisor, Reading PK-12

GENERAL RESPONSIBILITIES

1. Assists in the implementation of the Collier County Public Schools K-12 Comprehensive Research-Based Reading Plan.

SPECIFIC RESPONSIBILITIES

1. Assists in the implementation of an articulated K-12 literacy program.
2. Coordinates with appropriate groups and staff including ESE and ESOL personnel, for district-wide articulation regarding literacy issues.
- ~~3.~~ Assists with the delivery of staff development.
4. Supports and follows up literacy training including meeting with teacher groups and modeling instructional strategies.
5. Participates actively in the selection of instructional materials for literacy development.
6. Assists school personnel and the staff of the technology department in efforts to utilize technology to enhance literacy instruction.
- ~~7.~~ Works collaboratively with the administrative teams, elementary program specialists or assistant principal of curriculum, and staff at each assigned school to help implement an effective literacy program.
8. Assists in the design, implementation and evaluation of new instructional program development, assessment of student progress and identification of appropriate instructional strategies and materials.
9. Performs other duties as assigned.