JOB TITLE: HIGH SCHOOL LITERACY SPECIALIST

JOB DESCRIPTION:

This employee is responsible for teaching up to three remedial literacy classes; for delivery and follow-up coaching of training, for working with the Lead Literacy Team, subject area teachers, and learning communities as a model and coach for integrating literacy strategies and best practices into all classrooms.

Duties of this position include but are not limited to:

1. **Learning Environment:**
   a. Helps create and support an environment of literacy conducive to effective learning for all students.
   b. Establishes a rapport and maintains constructive interaction with individuals/departments/learning communities.
   c. Demonstrates ability to use teacher/student time efficiently.
   d. Maintains instructional momentum in classroom demonstrations and in staff development sessions.
   e. Plans for and displays initiative and/or creativity in applying current research and best practices to the classroom and staff development situation.

2. **Knowledge and Use of Literacy Expertise:**
   a. Contributes to planning and actualizing of long-term and short term objectives for the school-wide literacy program in conjunction with the Lead Literacy Team and the school and district administration.
   b. Works with, models, and encourages all teachers to apply.
   c. Assists in the selection, coordination and training of curriculum, media, and software materials and how they can be best used in a literacy classroom.
   d. Maintains and shares in a variety of ways a collection of professional literacy/learning materials, which reflect current research and best practices.
   e. Develops, participates in, and delivers professional growth opportunities in the area of literacy.

3. **Planning Assistance for Instruction:**
   a. Collaborates with teachers and works in the classroom with school personnel in literacy strategies and remediation.
   b. Assists with the development and selection of resources to enhance literacy awareness/focus in the regular and remedial classrooms.
   c. Works with teachers and support staff in the selection, adaptation, and/or development of instructional materials to meet the objectives of Pasco’s curriculum correlated to the Sunshine State Standards and student literacy/learning needs.
   d. Works with/models for all departments and learning communities the integration of literacy skills/strategies/technology in instructional programs.
   e. Supports the schoolwide program to assess present skills/growth in student literacy and works with faculty in using this assessment data to modify instructional plans.

Approved 7/30/02
4. **Staff Development**:
   a. Models the ability to present literacy as a process rather than a series of skills and encourages literacy and life-long learning in all parts of the school.
   b. Conducts meaningful staff development which encourages teachers to use techniques which involves students in critical thinking processes before, during, and after reading.
   c. Models techniques for effective delivery of instruction in classroom demonstrations/staff development sessions.
   d. Demonstrates the ability to integrate literacy into all classroom areas.
   e. Provides inservice and follow-up coaching to assist remedial reading/math teachers and basic teachers in the use of literacy/learning strategies.
   f. Helps train teachers in the preparation of students for standardized assessments.

5. **Assessment**:
   a. Supports the schoolwide assessment of literacy skills.
   b. Works with the Literacy Lead Team and administration as they evaluate student and school progress in the area of literacy.
   c. With the Literacy Lead team and administration, helps interpret the results of formal and informal assessments and plan for further growth.

6. **Related Professional Responsibilities**:
   a. Maintains and promptly submits accurate, complete, and correct records and reports as required by law, district policy, and administrative regulations.
   b. Serves as a resource for disseminating research about reading to school personnel and community.
   c. Disseminates information to parents concerning various school programs and literacy.
   d. Communicates written and/or oral information on a given topic in a coherent and logical manner.
   e. Contributes to school publications when requested.
   f. Establishes positive working rapport with faculty and staff.
   g. Shares/models professional materials relevant to literacy/learning/thinking.
   h. Encourages literacy and life-long learning as part of a district/school-wide plan.
   i. Attends and participates in faculty and district meetings.
   j. Attends and participates in inservices, workshops, and conferences as requested.
   k. Upholds school rules, administrative regulations, and Board policies.
   l. Takes a leadership role when appropriate and works as a member of the Literacy Lead Team and administrative team.
m. Arrives at work on time, and is punctual in meeting assigned responsibilities.

n. Is regular in attendance except when on authorized leave.

o. Takes all necessary and reasonable precautions to protect students, equipment, and facilities.

p. Coordinates FCAT remediation efforts.

q. Coordinates after school remediation programs.

r. Communicates with parents concerning FCAT status and remediation.

REQUIRED QUALIFICATIONS:

1. Valid Florida Certification.
2. At least three (3) years of successful experience in the classroom.
3. Reading certification or Reading Endorsement or working toward the successful completion of Reading certification or Reading Endorsement.

DESIRED QUALIFICATIONS:

1. Perceived as credible by peers.
2. Understanding of Pasco’s Vision: A Community of Connected Schools and state accountability system.
3. Involvement in course work and staff development related to reading, writing, literacy, curriculum, assessment, technology.
4. Experience in leadership roles.
5. Ability to model for, work with, plan with, and coach others.

PROCESS:

Applicants will apply for the High School Literacy Specialist Pool, interview, and be placed in the Pool for hiring consideration at Pasco’s high schools.