



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Literacy Specialist
Payroll/Personnel Type:	12 Month
Job #:	8891
Reports to:	Chief Academic Officer or Designee
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Literacy Specialist will be part of a creative, innovative, and collaborative team that is working to transform the love of literacy in a large urban school district. The Literacy Leader is responsible for implementing district wide initiatives to support school leaders and teachers in providing research-based literacy instruction. The Literacy Leader is responsible for viewing, modeling, coaching, and training teachers around strong literacy instruction. Additionally, the Literacy Leaders will work directly with school leaders and teachers to organize and maintain school level literacy data and manage literacy resources.

Essential Functions:

- Analyzes qualitative and quantitative literacy practices and assessments at the school level
- Pilot implementation and coordination of the literacy vision
- Evaluation of curriculum implementation and the quality of literacy instruction
- Supports, supplements, and extends classroom teaching, and works collaboratively to implement a quality reading program that is research-based and meets the needs of students across the district
- Driver of assessment and diagnosis that is vital for developing, implementing, and evaluating the literacy program in general, and in designing instruction for schools across the district
- Creates a district-wide love for reading that motivates schools to invest deeply in developing young people who value reading
- Driver of district-wide rigor through literacy and promote literacy rich environments throughout the district
- Driver of district-wide competitions, expositions, and other unique opportunities for students to present their literacy development, growth, and achievement
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Must have a deep understanding of how literacy instruction should be approached across all content areas
- Must be able to collaborate with multiple departments, disaggregate and validate large sets of literacy specific data, and build strong project plans that produce literacy growth for students
- Must be able to create a vision of excellence for literacy across the district

Experience:

- Minimum of 3 (three) years teaching and/or coaching experience
- Experience working in urban school and/or community (preferred)
- Required criminal history background check, physical and proof of US Citizenship or legal alien status
- Strong knowledge of best practices in literacy instruction



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- Strong organizational skills in order to assist in the implementation of district wide literacy initiatives
- Strong interpersonal and communication skills and the ability to effectively coach teachers to improve their practice
- Ability to analyze multiple forms of literacy data
- Proven leadership skills
- Ability to build relationships across a diverse group of stakeholders
- Valid driver's license

Education:

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)
- Missouri Teaching Certification (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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