

# **Sacramento County Office of Education Job Description**

## **Classification Title: Literacy Specialist**

### **DEFINITION**

Under general supervision, provides technical assistance and instructional support to SCOE educators in identifying and addressing the needs of students experiencing literacy challenges, including the integration of literacy across curricula and the monitoring of instructional implementation; as an instructional leader, ensures the use of evidence-based teaching strategies by providing support, training, coaching and feedback to program staff; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Program Support**

- Provides guidance and assists SCOE classroom teachers in the development, implementation, and evaluation of the effectiveness of instructional interventions and strategies to support student literacy development;
- Provides guidance and support to educators in SCOE schools and programs in the analysis and interpretation of screening, diagnostic, and progress monitoring data to identify and address the needs of students experiencing literacy challenges;
- Collaborates with the Curriculum and Collaboration team (CCT) to integrate literacy strategies into lesson design and instruction;
- Evaluates and provides feedback to school and classroom staff regarding the implementation of curricular, instructional, and assessment systems;
- Provides technical assistance to SCOE classroom staff in the integration of educational technology to enhance literacy outcomes;
- Acts as a resource and identifies instructional materials to support literacy instruction;
- Analyzes student data and prepares reports;
- Participates in a variety of meetings to support the educational program.

#### **Professional Development and Coaching**

- Plans, develops, facilitates, and assesses professional learning for educators regarding literacy intervention curricula, instructional strategies, and the use of assessments to inform instruction to address the needs of students who read below grade level or have literacy disabilities;
- Provides ongoing coaching and instructional guidance to classroom teachers in the implementation of literacy interventions and integration of literacy across all subjects;
- Provides training and support in the use of student data for instructional decision-making, which includes the use of evidence-based instructional practices and strategies to achieve high rates of student growth and achievement;
- Collaborates with instructional staff to identify professional learning needs necessary to support established standards and adopted materials;
- Models individualized and small group instruction techniques;
- Provides guidance to teachers in the development of instructional goals and objectives to meet student needs.

### Interpersonal Relations and Communications

- Establishes and maintains effective communication and cooperative working relationships with staff and administration;
- Maintains effective and timely written and oral communications.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Possession of a valid California Multiple Subjects teaching credential with an English Learner Authorization;
- Successful experience providing instruction to support the literacy needs of a broad spectrum of students, coaching staff, analyzing data, and planning student interventions required;
- Training in structured literacy and the science of reading and experience using literacy screeners, including those for dyslexia required.

### **Knowledge of:**

- California standards, frameworks, and curriculum related to reading and ELD;
- Instruction, relevant curriculum, and strategies leading to success for students not meeting grade level standards;
- Research-based practices in reading and ELD instruction and assessment;
- Components of evidence-based reading instruction;
- Current reading, and ELD research;
- Effective reading, and ELD professional learning methodologies;
- Principles of professional learning and training;
- Data collection and reporting methods;
- The academic, social, and emotional needs of a diverse student population;
- Principles of educational equity, access, and inclusion;
- Positive Behavioral Intervention and Supports (PBIS);
- Effective communication and collaboration methods and strategies;
- Effective strategies for establishing and maintaining positive relationships;
- Interpersonal skills using tact, patience and courtesy;
- Procedures, methods, and techniques of project and workflow management and organization;
- Standard software applications including video-conferencing platforms

### **Skill and Ability to:**

- Plan and implement effective professional learning activities, including the modeling and coaching of instructional strategies to enhance literacy;
- Develop measurable goals and objectives and evaluate progress toward achievement;
- Assess student needs and identify appropriate strategies to support literacy development;
- Analyze instructional practices and develop an effective course of action to improve program outcomes and student achievement;
- Work collaboratively with a variety of people at various locations;
- Establish and maintain positive working relationships with individuals and groups from diverse backgrounds;
- Communicate effectively in both oral and written forms with diverse groups;
- Effectively transmit knowledge and skills to others;
- Establish and meet schedules and timelines;
- Effectively prioritize workload and manage multiple projects simultaneously;
- Operate standard office equipment and use standard software and video-conferencing platforms.

### **Other Characteristics**

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate