

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Literacy Specialist

Supervisor: Building Administrators

FLSA Status: Exempt **Employee Group:** Certified

Qualifications:

1. Valid Illinois Professional Educator License, including Reading Teacher or Reading Specialist Endorsement.
2. At least three years of successful experience at the elementary level
3. Trained Reading Recovery Teacher or Teacher-in-Training
4. Experience supporting teachers in literacy research and techniques preferred

Terms of Employment:

- Nine (9) month Teacher Contract
- May require organizational and professional development meetings

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Collaborate with classroom teachers and other school personnel to collect and analyze assessment data to increase reading achievement, which include administering diagnostic surveys in order to identify those students in need of receiving and/or for the purpose of discontinuing services.
2. Select and acquire books for use in lessons maintaining fidelity with district curriculum.
3. Teach Literacy to children one-on-one, or in small groups, on a daily basis and observe them in their reading groups to ensure transfer of skills.
4. Prepare lesson plans and monitor progress consistent with best practices in literacy instruction.
5. Follow Reading Recovery standards and guidelines where applicable to instructional practice.
6. Submit required paperwork, including student End-of-the-Year Progress Reports, to the classroom teacher, as required.
7. Communicate and collaborate with parent, classroom teacher, and other school personnel to guide and support effective instructional practice.
8. Support teachers in their own classrooms to ensure best practices in the teaching of literacy.
9. Actively participate in appropriate grade-level meetings.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.