

# Teacher – Literacy Specialist

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee

Salary Schedule, 9 Months

FLSA STATUS: EXEMPT

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## Position Summary

The literacy specialist will create long-range and daily lesson plans to implement high quality, standards-based instruction for all students aligned to the Nevada Academic Content Standards (NVACS) and the Nevada Educator Performance Framework (NEPF). The teacher will create and maintain a culturally responsive educational atmosphere that encourages effective student learning and supports school and Clark County School District programs and goals. This person will be expected to adhere to the District *Professional Domains and Standards for Licensed Employees* and will report directly to the school site administrator.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Administers appropriate District curriculum, aligned with the NVACS.
2. Ensures the opportunity for all students to learn in a supportive, culturally responsive learning environment.
3. Creates and maintains a positive, orderly, and academically focused learning condition in the instructional environment.
4. Develops and implements daily and long-range lesson plans using research-based strategies to meet the needs of all students, including but not limited to, students who have been identified as at-risk and above grade level, students with individualized educational programs (IEP), and English language learners (ELL).

5. Aligns lesson planning, instruction, reflection, and assessment practices to the NEPF.
  6. Analyzes student data and progress with a balanced assessment system to provide effective and targeted instruction and interventions to maximize student learning.
  7. Provides a classroom management plan ensuring student safety at all times.
  8. Ensures assessment regulations and guidelines are followed at all times.
  9. Develops a culturally responsive classroom climate that promotes positive learning conditions.
  10. Collaborates effectively and professionally with administration, staff, parents/guardians, and the community.
  11. Integrates the use of technology into the instructional program in accordance with the Nevada K-12 Integrated Technology Standards.
  12. Provides instructional support and assist with data analysis.
  13. Prepares and models literacy lessons.
  14. Participates in other job-related duties and activities related to the position, as assigned.
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## **Position Expectations**

1. Demonstrates knowledge, skill, and ability to provide instruction in an elementary classroom.
  2. Works cooperatively with students, parents/guardians, peers, administration, and community members.
  3. Guides the learning process toward achievement of curriculum goals.
  4. Establishes and communicates clear objectives for all lessons, units, and projects.
  5. Participates as an active member with all faculty and staff.
  6. Leads professional learning in the areas of Reading/Language Arts.
  7. Maintains accurate and complete records as required by law and District policy.
  8. Maintains and improves professional competence.
  9. Communicates effectively both written and orally.
  10. Serves as a literacy coach/mentor.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university.

## **Licenses and Certifications**

1. Must possess or be able to acquire by time of appointment to the position, a teaching license issued by the Nevada Department of Education. Certified in relevant subject area.
2. Must hold, or be able to hold by time an endorsement for Literacy.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 07/07/21
- Created: 01/22/09