

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**Teacher – LITERACY SPECIALIST**

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Department: Licensed Personnel Services

Classification: Licensed

Terms of Employment: 9/12 Months

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Clark County School District (CCSD) Teacher Salary Schedule.

**POSITION SUMMARY:** The literacy specialist will implement into daily student instruction appropriate educational curriculum based on the Nevada State Standards and the CCSD Curriculum Essentials Framework (CEF). The literacy specialist will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This person will be expected to adhere to the CCSD Professional Domains and Standards for Licensed Employees and report directly to the school site administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Administer appropriate district curriculum which is aligned with the Nevada State Standards.
2. Ensure the opportunity for all students to learn in a supportive environment.
3. Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment.
4. Develop and implement the Components of an Effective Reading/Language Arts Lesson for instruction.
5. Analyze student progress and provide appropriate instruction.
6. Ensure assessment regulations and guidelines are followed at all times.
7. Develop a classroom climate that promotes positive learning conditions.
8. Work professionally with administrators, staff, parents, and community.
9. Integrate technology into the instructional program.
10. Provide instructional support and assist with data analysis.
11. Prepare and model literacy lessons.
12. Participate in other job-related duties and activities related to the position as assigned.

**POSITION EXPECTATIONS:**

1. Demonstrate knowledge, skill, and ability to provide instruction in an elementary classroom.
2. Work cooperatively with students, parents, peers, administration, and community members.
3. Guide the learning process toward achievement of curriculum goals.
4. Establish and communicate clear objectives for all lessons, units, and projects.
5. Participate as an active member with other faculty and staff.
6. Lead Professional Development in the areas of Reading/Language Arts.
7. Participate as an active member with other faculty and staff.
8. Maintain accurate and complete records as required by law and district policy.
9. Maintain and improve professional competence.
10. Communicate effectively both written and orally.
11. Serve as a literacy coach/mentor.
12. Perform other job-related duties as assigned by the principal.

**POSITION REQUIREMENTS:**

Education and Training:

Bachelor's Degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education.
2. Certified in relevant subject area.

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

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability, and shall extend to working conditions, training, promotion, and terms and conditions of employment.