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

Position Summary
The literacy specialist will implement into daily student instruction appropriate educational curriculum based on the Nevada Academic Content Standards (NVACS). The literacy specialist will create and maintain an 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.

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

1. Administers appropriate District curriculum which is aligned with the NVACS.
2. Ensures the opportunity for all students to learn in a supportive environment.
3. Creates and maintains a positive, orderly, and academically focused learning condition in the instructional environment.
4. Develops and implements the Components of an Effective Reading/Language Arts Lesson for instruction.
5. Analyzes student progress and provides appropriate instruction.
6. Ensures assessment regulations and guidelines are followed at all times.
7. Develops a classroom climate that promotes positive learning conditions.
8. Works professionally with administrators, staff, parents, and the community.
9. Integrates technology into the instructional program.
10. Provides instructional support and assist with data analysis.
11. Prepares and models literacy lessons.
12. Participates 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.
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. Maintain accurate and complete records as required by law and District policy.
8. Maintain and improve professional competence.
9. Communicate effectively both written and orally.
10. Serve as a literacy coach/mentor.

**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: 05/21/19
- Created: 01/22/09