

**LITERACY SPECIALIST  
WARM SPRINGS K-8 ACADEMY  
JANUARY 28, 2019**

**POSITION:** Literacy Specialist Probationary / Permanent

**LOCATION:** Warm Springs K-8 Academy

**CLOSING DATE:** Open Until Filled

**START DATE:** August, 2019

**SALARY:** \$39,855.00 – \$78,234.00 (2019-2020 Salary Schedule) (Benefits)

**SUMMARY**

Literacy intervention specialists will work with staff to identify students not meeting literacy standards. These interventions will be focused to meet the needs of targeted students, using research-based curricula – Read 180 for middle school literacy, Rewards and Phonics for Reading for elementary literacy. Teachers will instruct small groups using school-day programs to provide help for struggling students, allowing them opportunities and time to practice and master school-day content.

**GENERAL JOB DESCRIPTION**

- Promote, develop, and carry-out successful reading instruction for students and perform related duties in accordance with District policies and terms of the teacher contract. The teacher also maintains a cooperative attitude with staff, parents, and students.
- Supervises and develops lessons for educational assistants.
- Create and/or Coordinate School-wide or Community Programs to Support Students and Families, including; Demonstrates thorough knowledge of a variety of developmental assets, resiliency/protective factors, and related community supports.
- Engages in a variety of activities to create programs that support students and families, evaluates intended outcomes of programs created.

**QUALIFICATIONS**

- Must have Oregon teaching license with reading endorsement
- Minimum of three years of successful teaching experience
- Excellent written and oral communication skills and the ability to work positively and cooperatively with others
- Knowledge of and experience with effective instruction and assessment
- Demonstrates commitment to ongoing educational / continuing professional development

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited to)**

**Learner Development, Learning Differences, and Learning Environment**

- Creates a classroom environment that is conducive to learning and appropriate to the maturity interest, and abilities of students: An environment in which students are actively engaged and show respect for one another and for the teacher.
- Establishes and enforces rules for behavior, and procedures for maintaining order among the students for whom they are responsible.
- Provides for the health and safety of all students in all instructional settings.
- Develops a program of study that meets individual needs, interests, and abilities of students.
- Exhibits a personal interest and encourages student interest in reading.
- Assists with planning activities for Title 1 parent involvement in the school.

**Content Knowledge & Application**

- Demonstrates knowledge of and ability to use research-based principles of effective instruction.
- Organizes instruction using learning objectives, with clearly defined student outcomes that are recognizable to the student and other observers.
- Prepares effectively for instruction through daily lesson planning, with instruction based on District reading protocol and standards.

- Acts as an instructional leader in the area of reading.

### **Instructional Practice**

- Strives by instruction and action to employ the District's philosophy of education, District curricula, and research based programs, instructional goals and objectives, performance expectations and instructional collaboration.
- Implement a variety of assessment instruments to determine eligibility and instructional needs of students in reading.
  - Provide pre-and-post assessment data to program supervisor. Utilizes instructional procedures and materials provided in the District Reading Program Instructional Guides as the core of instruction.
  - Screens new students using District approved instruments and assesses students as needed.
- Provides a variety of situational appropriate instructional strategies and methods.
- Select teaching strategies emphasizing student engagement.
- Manages allotted learning time to maximize student achievement
- Monitor student learning and paces instruction accordingly
- Develops and communicates appropriate progress grading standards to students and parents.
- Provides timely and accurate feedback/documentations to students and parents on student progress.
- Develops lesson plans, and assigns appropriate instructional responsibilities to educational assistants.
- Collaborate with principal and instructional coach on training needed for educational assistants.

### **Professional Responsibility**

- Participates as a member of the district ELA leadership committee.
- Maintain an ongoing personal program of professional growth and development.
  - Be open to working collaboratively with principal and instructional coaches, and to welcome feedback.
  - Participate in District sponsored in-service offering appropriate to assignment.
- Develop and maintain positive interpersonal relationships.
- Maintain a cooperative relationship with administration, coaches, consultants, staff, students, and parents.
- Participates cooperatively on school, community, and District-wide activities.
- Ensure that materials and equipment are properly used, maintained, and stored, and that inventory records are accurate and correct.
- Maintain appropriate records of student performance and submits data to Principal upon request.

**APPLICATION PROCEDURES:** Interested candidates are required to apply at the following link: <http://jeffersonco.tedk12.com/hire> with online application, letter of interest, current resume, and letters of recommendation, references and copy of transcripts. Current Employees please use same link and select "internal" at the top right corner of the page.

Jefferson County SD 509-J  
 Jeanie Traxtle, Human Resources  
 Phone: 541 475-6192  
 Email: [jtraxtle@509j.net](mailto:jtraxtle@509j.net)

### ***Jefferson County School District is an Equal Opportunity Employer***

Equal employment opportunity and treatment shall be practiced by the Jefferson County School District 509-J regardless of race, color, national origin, religion, sex, age, sexual orientation, marital status, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.