



**Gila Crossing Community  
School**

**FLSA Status:** Exempt  
**Supervised By:** Curriculum Director

**Job Title:** Literacy Support Specialist

**Classification:** Full-Time, 10-month Contract  
**Directly Supervises:** None

#### **QUALIFICATIONS:**

1. Education – Bachelor degree
2. Endorsement in Reading Instruction preferred
3. Current Arizona Education Certification
4. SEI requirements
5. First Aid/CPR Certified
6. Valid Arizona Driver's License
7. Valid IVP Fingerprint Clearance Card
8. Ability to successfully pass a pre-employment drug test and extensive background check

**JOB GOALS:** To help students develop proficient reading skills that will contribute to their academic growth. The specialist is responsible for intellectually challenging learning environment in which each student is actively engaged in meaningful activities. To develop plans within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- **KNOWLEDGE** the main purpose of literacy support specialist is to improve students' reading by helping increase their decoding, fluency, comprehension or vocabulary. The instructional level is the level at which a teacher "stretches" the student in his thinking and reading.
- Literacy materials, techniques, methodologies, practices, and principles.
- Tutoring techniques and assessments.
- Personal computers including word processing and software applications related to database management.
- Communicate effectively orally and in writing.
- Flexibility is required to work with others in a wide variety of circumstances; analyze data

utilizing defined but different processes; and operate equipment using standardized methods.

- Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures interpersonal styles, abilities, motivations, or backgrounds.
- Plan and organize, adapt to change, and learn to utilize technology.

**POSITION RESPONSIBILITIES:**

Responsibilities:

- Literacy support specialist work extensively with students to help them improve specific reading skills such as letter-naming, initial sounds, phoneme segmentation, and comprehension strategies.
- An interventionist addresses the specific needs of a particular child when regular classroom instruction is not sufficient.
- Specialist work with the teacher to design methods of learning that are most appropriate for each child.
- Conducting research on effective methods of teaching reading and writing skills to students of different ages and abilities.
- Consult frequently with classroom teachers on matters relating to reading instruction using our progress-monitoring instrument as a base.
- Design interventions and write lesson plans detailing methods and materials.
- Assist in the evaluation of ongoing programs and make recommendations for change.
- Help teachers diagnose reading strengths and weaknesses and match these skills with appropriate techniques and materials.
- Keep the parents informed as to the purposes and progress of the reading program.
- Consult with curriculum committees studying such topics as textbook selection, vocabulary development, concept development, supplementary materials and the development of study skills.
- Promote interest in reading.
- Work with the classroom teacher to monitor student progress.
- Teach remedial reading as needed.
- Perform other responsibilities as may, from time to time, be assigned by the supervisor.

- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment

**PROBATIONARY PERIOD:** Newly appointed employee will be subject to an initial ninety (90) calendar day probation period.

**PHYSICAL DEMANDS:** The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking and 40% standing. This job is performed in a generally clean and healthy environment.

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet.

*The duties listed above are only intended as illustrations of the various types and scope of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment or extension of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.*