

**Rapid City Area School District 51-4
JOB DESCRIPTION**

I. POSITION TITLE:

Literacy Specialist

II. CLASSIFICATION:

Exempt – Teacher, 12-month contract

III. QUALIFICATIONS:

- A. Education Level: Meet certification requirements as established by the state of South Dakota.
- B. Experience Desired: Three (3) or more years of elementary classroom teaching experience with competency in Balanced Literacy theory and practice.
- C. Other Requirements: Possess excellent capabilities in collaboration, communication, data analysis, and leadership. Potential skill in facilitating building level professional learning opportunities.

IV. REPORTS TO:

Building Principal

V. RECEIVES GUIDANCE FROM:

Office of Teaching, Learning, and Innovation

VI. SUPERVISES:

None

VII. WORK HOURS/PHYSICAL REQUIREMENTS:

This can be a part or full-time, exempt position. The normal work week shall not exceed thirty- seven and one half-hours per week with few exceptions. The actual period of time assigned for such duty hours shall be made by the building principal or other appropriate supervisor.

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

VIII. BASIC FUNCTION / PURPOSE OF THE POSITION:

To positively impact student literacy achievement by providing instruction to students and supporting classroom teaching.

IX. ESSENTIAL FUNCTIONS AND DUTIES:

The Elementary literacy teacher's responsibilities may include some or all of the following:

- A. Work collaboratively with district and building-level colleagues to establish a high quality literacy program.
- B. Team teach with classroom teachers.
- C. Provide in-class small group literacy instruction in grades K-3.
- D. Coordinate the collection and analysis of student literacy data.
- E. Facilitate building-level professional learning opportunities.
- F. Participate in and contribute to cross-district professional learning opportunities.
- G. Maintain the confidentiality of students and their families.
- H. Monitor and comply with federal, state, and district policies and procedures.
- I. Perform other duties as assigned.

X. EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the board of education's policy on evaluation for professional staff.

XI. TERMS OF EMPLOYMENT:

Nine (9) month work year. Salary and work year as established by the board of education.

Recommended by:

Date:

Assistant Superintendent for Fiscal & Support Services

Approved by:

Date:

Superintendent of Schools

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Literacy Specialist

Document Created: February 2017