

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

LITERACY SPECIALIST

QUALIFICATIONS:

1. **For Elementary Grade Leaders** – Standard NJ Elementary Teaching certificate, preferred, and must be highly qualified in language arts.  
**For Secondary Grade Leaders** - NJ Teacher of English certification, required.
2. Minimum of five (5) years classroom teaching experience. Evidence of accelerating student learning through the implementation of the district’s Language Arts curriculum, instruction and assessment.
3. Graduation from an accredited 4-year college or university, required. Master’s degree in education preferred.
4. Knowledge of best instructional research practices to effectively train, model, coach, and make recommendations for improving student achievement.
5. Preferred experience leading teachers to focus on improving student learning results through training, modeling and coaching.
6. Proven high degree of organizational and problem-solving skills; ability to analyze data.
7. Ability to provide assistance to instruction via the internet and technology teaching tools.
8. Demonstrated competence to use various forms of data on a school and teacher-based level to inform, adjust and provide literacy instruction.
9. Understanding of curriculum and the NJ Student Learning Standards in order to work with teachers and leaders to develop strong instructional practices.
10. Ability and willingness to coach and support teachers to ensure effective instruction is provided to all students.
11. Ability to provide effective professional development that is aligned with district initiatives.

REPORTS TO: Humanities Supervisor of Elementary or Secondary

JOB GOAL

The Literacy Specialist will support all K-12 staff in the implementation of best practices in reading and writing across content areas. The Literacy Specialist will work directly with teachers by providing classroom-based demonstrations, collaborative and one-on-one support, and facilitating teacher inquiry and related professional development. The Literacy Specialist will also work with administrators and teachers to collect and analyze data, interpret, and use it to guide instructional decisions.

1. Support the development of high-quality/effective literacy instruction in ELA and History/SS, Subjects in all schools, grades K-12, including coaching teachers to improve instructional planning, teaching practice, and the use of data, assessment, and instructional technology
2. Lead professional development workshops, model strategies, or techniques for teachers, conduct collaborative lessons and utilize and model technology integration strategies to support on-line instruction.

3. Attends and gives updates at grade level/department meetings based on number of meetings held within assigned schools each week.
4. Assist teachers with differentiation of lesson plans, with tiered groups outlines, differentiation and interdisciplinary connections.
5. Work cooperatively and collaboratively with other professionals in planning instruction to meet the needs of diverse learners including Special Education Students and English Language Learners.
6. Works collaboratively with school leaders and staff to collect, analyze and use data to continuously improve the instructional program to better prepare students for college and career.
7. Performs such tasks, that are not supervisory in nature as directed by the Supervisor of Humanities of Elementary or Secondary

**TERM OF**

**EMPLOYMENT:** Ten (10) Months

**BARGAINING UNIT:** TEA

**SALARY:** In accordance with the TEA contract.

**STATUS:** Hourly\_\_\_ Salaries X  
Exempt\_\_\_ Non-Exempt X

**EVALUATION:** Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

**BOARD APPROVAL:**