



# Example of Literacy Specialist Job Description

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Our innovative and growing company is looking to fill the role of literacy specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for literacy specialist

- Alert administrators to any concerns about student and teacher performance and progress
- Collaborate with the of teachers
- Maintain paperwork consistently, appropriately and in a timely manner
- Provide feedback as part of the coaching cycle to pinpoint areas of progress development opportunities
- Facilitate professional learning using adult learning methodologies to support best practices in reading and writing instruction
- Support administrators in building content knowledge and understanding their role in the implementation process
- Communicate regularly with project managers about the ongoing professional learning needs of the customer
- Maintain professional relationships with customers
- Literacy specialist reports to the Sr
- Providing customer feedback to sales, product and mark

## Qualifications for literacy specialist

- Ability to have pointed conversations with school districts in the area of K12 literacy and/or humanities
- Highly skilled in influencing decision makers in the area of K12 literacy and/or humanities
- Three plus years of educational publishing sales/training

- 2 years of Instructional Coaching and/or Content Specialist experience or the equivalent
- Experience serving second language learners preferred