



Example of Literacy Specialist Job Description

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Our company is searching for experienced candidates for the position of literacy specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for literacy specialist

- Achieving Northeast Region revenue targets
- Achieving revenue targets as a team in the Eastern Region (Focus on Northeast)
- Delivering Product Activation Trainings for pilot accounts
- Coordinate and facilitate STEP/ F+P reading testing for the school and support grade level teams in creating subsequent groups for Guided Reading and Intervention
- Train and develop Lower School Teaching Fellows in KECF Word Study curriculum, assessment and approach
- Lead Guided Reading Intervention Groups and serve as a model for strong guided reading instruction
- Design and lead bi-weekly Guided Reading Meetings with grades K-6 to analyze formative data and implement best instructional practices that promote reading growth
- Provide timely and relevant feedback on Guided Reading and Word Study lesson plans
- Observe Guided Reading lessons in order to coach prioritized teachers and formulate professional development sessions based on trends
- Serve as the school CELDT/ELPAC Coordinator

Qualifications for literacy specialist

- Master's Degree in education or reading related field, or equivalent work experience
- Ability to maintain a travel schedule and must be able and willing to travel to customer sites 65-75% of the time
- Master's Degree (or progress toward a Degree) in education or reading related field
- At least 2 years experience facilitating face-to-face professional learning