



Example of Literacy Specialist Job Description

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Our company is hiring for a literacy specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for literacy specialist

- Assisting with and mentoring Undergraduate Course Assistants
- Notifying supervisor of needs or difficulties
- Providing input and suggestions to improve ARC operations
- Coordinate and facilitate the school's literacy intervention programming
- Lead and support the development of English-language arts curricular resources
- Provide targeted instructional planning support to all staff members [participating in intervention programming]
- Provide targeted professional development to all staff members regarding literacy development across curriculum/subjects
- Schedule push-/pull-out support with English-language arts teachers for students who require literacy remediation
- Plan, prepare, and deliver rigorous Tier 2 and Tier 3 literacy intervention classes, specifically targeting students' reading and writing needs, and supporting English Language Learners (ELLs)
- Execute targeted research-based literacy instruction with students

Qualifications for literacy specialist

- A strong track record of success in literacy development
- Impressive academic results with a similar population of urban students
- Established habits of creative collaboration
- Licensure qualifications
- Minimum of 5-7 years teaching/coaching experience

