



# Example of Literacy Specialist Job Description

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Our company is growing rapidly and is hiring for a literacy specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for literacy specialist

- Coordinate and oversee testing and compliance for ELLs including LPAC and TELPAS
- Collaborate with the Regional ESL Coordinator in compiling and updating second language acquisition procedures, program needs, data, and recommendations for the end-of-year ESL Program Evaluation report to the Board
- Collaborate with the School Leader to build out vertically- and horizontally-aligned literacy programming
- Coordinate and facilitate the school's independent reading program
- Work closely with Special Education teachers to provide learning materials, resources, and support in order to differentiate instruction in core classes
- Other duties as assigned by School Leader and ESL Coordinator
- Manages, develops and delivers creative library programming in an innovative environment
- Lessons are based on library skills, social skills, and research using databases, eBooks, writing skills and exploring other cultures
- Provide library media center resources that will meet the informational, research, educational, and recreational needs of users
- Monitors student progress and assists students in accomplishing established learning objectives

## Qualifications for literacy specialist

- Academic experience and/or training K12 literacy and/or Social Studies with proven expertise
- Ability to have pointed conversations with school districts in the areas of K12 literacy and Social Studies
- Highly skilled in influencing decision makers in the area of K12 literacy and Social Studies
- Training in Reading Recovery or other early reading strategies
- Significant experience in instruction of children ECE to 2nd grade in Literacy, Language Arts, and/or Reading Intervention Strategies