

**Newburgh Enlarged City School District**  
**Job Description**

<b>TITLE:</b>	Primary (K-2) Specialist – Literacy
<b>REPORTS TO:</b>	<b>Director of Elementary Education</b>
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. NYS certification in Birth -2<sup>nd</sup> Grade <b>OR</b> N-6 <b>OR</b> Childhood Ed (1-6)</li> <li>2. Certification or masters in literacy preferred</li> <li>3. At least five years' of successful classroom teaching experience, the majority of which should be at the Pre K - 2 level</li> <li>4. A deep understanding of the NYS Learning Standards in the area of English Language Arts</li> <li>5. Extensive understanding of current literacy theory at the early childhood level and of readers and writers workshop model.</li> <li>6. Strong commitment to team collaboration through professional learning communities.</li> <li>7. Evidence of success in working with adult learners</li> <li>8. Evidence of successful leadership in literacy instruction at a grade level, building level, or district level.</li> </ol>
<b>JOB GOAL:</b>	To provide assistance to teachers so that appropriate research-based strategies are employed in order for students to achieve literacy.

<b>DUTIES AND RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Exhibit theoretical and research based knowledge of language acquisition and child development through middle childhood.</li> <li>2. Research, teach, and model best practices used to address the needs of those students who struggle</li> <li>3. Use and assist teachers in utilizing a variety of on-going, instructionally based assessment approaches to inform and differentiate instruction.</li> <li>4. Assist with implementing a comprehensive approach of direct teaching using authentic, literature based reading and writing opportunities.</li> <li>5. Assist with district and school-wide literacy initiatives</li> <li>6. Planning, preparing and delivering lessons to all students in the class</li> <li>7. Teaching according to the educational needs, abilities and achievement of the individual students and groups of students</li> <li>8. Demonstrate exemplary literacy instruction for K-2 teachers through model lessons, collaborative lesson planning and small and large group learning communities.</li> <li>9. Assist in providing common foundational literacy training for K-2 teachers (General Ed, SPED, ENL)</li> <li>10. Assist in revisions and update of the K-2 ELA scope and sequences</li> <li>11. Participate in various training sessions in the area of literacy</li> <li>12. Meet regularly with the Director of Elementary Education</li> </ol>
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<p><b>DUTIES AND RESPONSIBILITIES:</b>  (cont'd)</p>	<ol style="list-style-type: none"><li>13. Assist with disaggregating district assessment data to help guide instructional decisions</li><li>14. Assist teachers in diagnosing individual student strengths and weaknesses and match these areas of need with appropriate instructional strategies and resources based on the Districts scope and sequences and instructional materials</li><li>15. Strong administrative skills, and the ability to work independently and as part of a team in a fast-paced environment.</li><li>16. Excellent verbal and written communication skills, including the ability to communicate effectively with all levels of school stakeholders.</li><li>17. Perform all duties as assigned by immediate supervisor or superintendent.</li></ol>
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