

## **Narragansett School System**

Spring 2018

**TITLE:** Literacy Consultant

**JOB DESCRIPTION:**

The Literacy Consultant plays a vital role in the expeditious improvement in literacy achievement in the Narragansett Schools. The Literacy Specialist provides specific and appropriate Tier 2 and/or 3 interventions within the Rtl process in order to close achievement gaps in literacy. The Literacy Specialist closely monitors student progress, works collaboratively with classroom teachers, serves on other relevant committees/teams at the building and/or district level and serves as a resource for teachers to advance literacy skills which may include facilitation of PD and/or modeling.

**QUALIFICATIONS:**

- A. A valid Rhode Island Certificate as a Reading Consultant or Remedial Reading Teacher.
- B. At least five years' experience in the field.
- C. Proven history of knowing and using highly effective teaching strategies that improve student achievement, demonstrate student growth, and close achievement gaps.
- D. Deep knowledge of literacy content, including understanding of Teachers College Reading and Writing Workshop and assessment practices.
- E. Full understanding of the *Response to Intervention (Rtl)* process, including effective interventions and progress-monitoring strategies.
- F. Expertise in data management systems for the collection and analysis of student learning data.
- G. Documented training in the Teachers College Reading and Writing Programs.
- H. Demonstrates excellent interpersonal skills and problem-solving capabilities.

**REPORTS TO:** Director of Student Services, Building Principal, and Director of Curriculum

**PERFORMANCE RESPONSIBILITIES:**

- 1. Demonstrate deep knowledge and understanding of Rhode Island's Common Core Standards for English Language Arts and the Narragansett School's Literacy Curriculum.
- 2. Implement and frequently monitor the Narragansett School's Rtl process for literacy.
- 3. Develop and maintain literacy intervention procedures within the school, including the identification criteria for students needing remediation/intervention and create with colleagues a district guidelines and protocols.
- 4. Demonstrate knowledge of and ability to use research-based intervention systems and protocols in order to write clear learning objectives and determine appropriate progress monitoring systems for students in need of intervention.
- 5. Participate on the school-based Rtl Intervention Team, supporting classroom teachers and others with specific intervention strategies and progress-monitoring protocols.
- 6. Use data management systems and other sources of student learning data to analyze students' literacy skills, and to adjust instruction as needed.
- 7. Collaborate with classroom teachers regularly about instructional support for purposes of planning and implementing literacy intervention lessons, as well as assessing and progress monitoring students' literacy skills.
- 8. Provide effective intervention instruction directly to students, as well as oversee literacy para educators who provide instruction in literacy.
- 9. Provide formal and informal professional learning for classroom teachers in all aspects of literacy development.

10. Assist the Director of Student Services, the Building Principal, and Curriculum Director with the analysis, interpretation, and presentation of formative and summative assessment data.
11. Participate as an active member of the District Assessment Committee.
12. Perform other duties as assigned by the Director of Student Services, the Building Principal or Curriculum Director.

**TERM OF EMPLOYMENT:** Ten-month year with additional days as needed at per diem rate for training and curriculum development. Participation in summer training opportunities is an essential component of this position.

**EVALUATION:** Performance of the job will be evaluated in accordance with School Committee Policy.