

## **JOB DESCRIPTION**

### **KINDERGARTEN / PRIMARY LEVEL LITERACY TEACHER**

The Literacy Teacher is assigned the responsibility working with teachers to identify students who may need extended day services for Kindergarten based on literacy needs, as well as provide additional literacy instruction for other students as directed.

Primary Responsibility to: School Principal and Literacy Coordinator

#### Responsibilities (Job functions)

- In collaboration with the classroom teacher, support staff, and administration plans a program of literacy instruction that meets the individual academic needs, interests and abilities of students.
- Works with administration and teachers to create meaningful additional day programming, and additional pullout as needed.
- Administers and interprets diagnostic tests to assess student needs and determine program qualification.
- Performs limited clerical functions directly related to the instructional assignment for the purpose of instructing students (i.e. preparing materials, maintaining instructional records for student files, communicating with parents, etc.)
- Creates individual student literacy plans for students who qualify for extended day services.
- Researches best practices in literacy instruction.
- Monitors student progress, collects data, and shares that information with teachers and administration.
- Attends parent-teacher conferences.
- Assists parents in understanding school assignments and procedures and encourages their involvement in school activities.
- Provides opportunities for parents to interact with literacy skills and curriculum to support students in literacy development (ie. family literacy activities).
- Attends conferences, in-service and workshops to enhance teaching skills and knowledge.
- Attends staff meetings and serves on staff committees.
- Performs other duties as assigned.

#### Skills, Knowledge and Abilities Required:

- Skills to organize and manage multiple tasks.
- Knowledge of principles of child development and instructional processes.
- College degree and appropriate teacher certification.
- Knowledge of the reading process and how to teach it.
- Effective oral and written communication skills.
- Ability to develop creative solutions.
- Knowledge of state and federal policies and procedures regarding literacy instruction
- Computer skills including word processing, email, student data management system, internet.
- Patience and flexibility.

