

Breck School

Job Description

Title: Lower School Literacy Instructor (80% time)

Department: Support Services Team (SST)

Reports to: SST Department Head, Lower School Division Director

Start Date: 8/12/19

Effective Date: 2/11/19

Overview

As an instructional leader in the field of literacy, the Lower School Literacy Instructor must articulate a depth of knowledge about literacy beliefs, instruction, and assessment as s/he provides support to students and assists faculty in implementing a cohesive, comprehensive, research-informed literacy program. Excellent interpersonal, communication, and collaborative skills are essential in ensuring transfer of knowledge to classroom practice and building an effective home–school connection with families.

The position supports preschool through fourth-grade students and teachers, so while maintaining a knowledge of how literacy–learning proceeds into adulthood is needed, a thorough grasp both of foundational skills in early literacy to skills students acquire in the intermediate grades is especially crucial.

Essential Duties and Responsibilities

- Plan and provide instruction to large groups, small groups, and/or individual students to promote growth in literacy.
- Collaborate with and support classroom teachers by providing and analyzing individual student assessment data in reading/writing/spelling for curricular programming and support student success.
- Facilitate professional development with faculty including: demonstration lessons, model teaching strategies, provide coaching, offer facilitated conversations about articles or videos, etc.
- Maintain regular communication about student progress with parents and faculty through bi-annual written evaluations, in-person conferences, email, or phone conversations as needed.
- Participate in parent conferences and in-house meetings to discuss a student’s current level of performance and assist in developing strategies to support student learning.
- Work with the guidance team to develop an intervention-approach for supporting student learning in the areas of reading, writing, and spelling.
- Establish and maintain collaborative relationships with faculty, students, and parents in the Lower School.
- Work with first- and second-grade teachers to maintain the guided reading library. (Organize volunteers, purchase books for the collection, maintain the organization system.)



- Communicate deep content knowledge in the area of literacy and maintain professional development to stay current in the field.
- Attend and participate in regular English department, Support Services Team, and Lower School Division meetings.
- Maintain professional decorum and confidentiality in the execution of job responsibilities.
- Commit to and actively pursue Breck School's Mission.

Other areas of support may include:

- Collaborate on a team to plan and evaluate literacy curriculum materials and assessment models.
- Work with faculty to develop new curriculum and provide resources to support literacy instruction/learning.
- Plan and deliver literacy-related in-service workshops for families and faculty.

Competencies

- Capacity as a reflective practitioner who stays current in research informed literacy practices for preschool through intermediate-age students.
- Knowledge of literacy curriculum development, evaluation, assessment, and implementation.
- Experience using an intervention-approach when working with students and teachers.
- Ability to contribute to a positive work environment and work cooperatively, collaboratively, and professionally with parents, students, faculty, and administration.
- Demonstrated competence in written and oral communication.
- Effective listening skills.
- Ability to engage in conversations that may be difficult.
- Commitment to lifelong learning.

Education/Experience/Skills

- Bachelor's degree, Master's degree in reading/literacy or related field preferred
- Experience as an elementary-age reading specialist
- Experience teaching in an elementary classroom

To apply

Submit letter of interest, resume, and two letters of reference to employment@breckschool.org.

