



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
Fax: 805.735.8452

Title: K-3 Literacy Specialist

Reports to: Principal (primary). Responsible for coordination with District Education Services.

Work Year: 185 days

Benefits: Eligible to participate in district medical, dental and vision insurance.

Purpose of Position: In coordination with the District, to implement an intensive reading intervention model in grades K-3.

Employment Status: 1.0 Full Time Equivalent

Essential Functions:

- In coordination with the District and other Literacy Specialists, implements an intensive reading intervention model.
- Provides daily instruction to targeted students in grades K-3 for intensive reading intervention.
- In coordination with the District and other Literacy Specialists, implements a K-3 literacy assessment program across the District using screening and diagnostic tools (i.e, Dibels, STAR, Governor's Initiative).
- As a member of the site's leadership team, participates in the planning, implementation and analysis of student achievement data.
- Provides professional learning to K-3 teachers on conducting reading assessments.
- Models reading assessments for K-3 teachers.
- Collects assessment information and monitors improvement through informal and formal assessments.
- Models research-based instructional practices as approved by the District.
- Provides professional learning to K-3 teachers on California Common Core State Standards in English Language Arts across the curriculum and the Literacy/ELA/ELD framework.
- Provides professional learning to teachers on strategies to teach close reading; strategies to teach nonfiction text in print and digital formats; strategies to teach research and technology to engage in collaborative conversations; and strategies to teach students to write and speak.
- Attend Elementary Common Core Council meetings.

Non-Essential Functions:

- Schedules reading assessments for K-3 students based on initial benchmark assessments; assists in conducting literacy assessments.

Working Conditions and Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Use strength to lift items needed to perform the functions of the job not exceeding forty (40) pounds.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.

K-3 Literacy Specialist (continued)

- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Be available to work evenings and weekends and attend periodic meetings and/or travel within and out of the District boundaries.

Environmental Demands:

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions and noise levels.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

Knowledge of:

- Reading Standards for Literature K-5.
- Research-based reading assessment and literacy programs.
- ELA/ELD framework.
- Research regarding reading, speaking, listening, and writing.
- Principles, theories, practices, methods and techniques used in reading intervention programs.

Ability to:

- Teach adult learners.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize work to meet schedules and timelines.
- Effectively plan, organize and implement appropriate support services.
- Exercise judgment and discretion in dealing with confidential matters.
- Work independently with little direction.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

Education, Training and Experience:

- A minimum of five years successful teaching experience in teaching reading to elementary students. The District may waive the 5-year requirement on a case-by-case basis.

Licenses and Other Requirements:

Valid California Class C driver license.

FLSA Status:

Exempt

Board Approved: March 21, 2017