



Lake Highland Preparatory School Position Announcement

Lower School Literacy Specialist & Testing Coordinator

About Lake Highland Preparatory School

Lake Highland Preparatory School is Central Florida's premier, private, college preparatory school for Pre-K through 12th grade. When students enter our classrooms, they meet energetic educators who are passionate about what they teach and who focus on developing the greatest potential of each student. Our classes are small, providing the optimal setting for students to be encouraged and inspired.

At Lake Highland Preparatory School, students learn to question, create, challenge, analyze, and speak and write critically. They love learning, and each day we watch them reach for excellence, seek new discoveries, shine on the stage, and thrive in athletics. We not only prepare our students for success in college and beyond, but we also teach them to be compassionate leaders who make ethical decisions.

Mission

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

Vision

Lake Highland Preparatory School develops and empowers students with noble character, keen intellect, and an enduring love of learning to thrive in a highly competitive, widely collaborative and ever-changing world. The school's "whole child" approach fosters confident, competent, and functional citizens who are intellectually, physically, emotionally, and spiritually prepared to pursue their dreams, achieve their full potential, and successfully cope with life challenges.

Summary:

The foundation of this position involves responsibilities in two (2) distinct, yet overlapping, areas. The Literacy Specialist supports, supplements, and extends classroom teaching, and works collaboratively to implement a quality reading program that is research-based and meets the needs of students. This individual works with LS Leadership in the implementation of the literacy vision and culture, teacher professional development and student outcomes.

The Lower School Testing Coordinator is responsible for the coordination, administration, and supervision of student assessments and examinations. Oversight and organization of annual achievement testing for Lower School is a key element of this position. Additionally, this



individual will focus on providing specific support of Edison Support Services in facilitating day-to-day functions of accommodated testing services to eligible students.

We encourage applicants of underrepresented groups to apply.

Responsibilities:

Literacy Specialist – Direct teacher support

- Meet with teachers to assist and review required reading assessments.
- Assist with establishing fluid reading group and/or identify at-risk readers.
- Model/Co-teach reading groups as needed; Observe and reflect with teachers regarding curriculum implementation.
- Assist in identifying instructional goals for at-risk students in meeting curriculum standards.
- Disseminate literacy best practices to teachers and assist with ongoing literacy professional development.
- Partner with classroom teachers to maximize daily reading opportunities and collect data related to student literacy outcomes.
- Coach teachers to extend reading acquisition at home – beyond the classroom.

Testing Coordinator – Work in collaboration with the Edison Support Services team to

- Facilitate the day-to-day functions of accommodated testing services including overseeing, implementing, and coordinating exam times, spaces and technology.
- Work with students and faculty to provide responsive, respectful, and collaborative testing support services.
- Maintain testing accommodations that ensure test credibility and privacy.
- Provide information to students and parents regarding the assessment/testing process.
- Proctor tests, scribe, and act as reader as needed.
- Communicate with the Edison Specialist and faculty members regarding testing and support needs.
- Assist in the enforcement of test security policies and procedures before, during, and after testing.

Required Skills/Abilities:

- Communication skills and the ability to work well with students, parents and faculty is critical. Demonstrated ability to work with and relate to students with disabilities in a respectful manner is preferred.
- Must be able to work well with children and have a working knowledge of child development at the level in which they will be working.
- Working knowledge of computer system functions, including databases, email, social media, Microsoft and Google products and similar productivity and communication tools. Current understating and facility with applications available for student learning support.
- Basic technical knowledge is needed for troubleshooting underperforming hardware and software.
- Prior working knowledge of *Fountas & Pinnell* and/or *Lucy Calkins Units of Study for Writing* is preferred.

**Education/Experience:**

- Bachelor's degree preferably in reading, special education, or related fields. Masters preferred.
- Certification and/or training in Reading Endorsement, Literacy Specialization, or related desired.
- At least five years of experience is required.

How to Apply

Please submit a cover letter indicating how you would succeed in this position, a current resume, and three professional references with at least one immediate supervisor (preferably current). All materials should be submitted electronically as PDFs and emailed to HR@lhps.org specifying "LS Literacy Specialist" in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

Background Screening: LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Lake Highland Preparatory School is an Equal Opportunity Employer.