

**RSU No. 5 Durham ~ Freeport ~ Pownal
Literacy Strategist Job Description**

QUALIFICATIONS:

1. Minimum of a Bachelor's degree. Master's degree preferred.
2. Holds appropriate Maine certifications required.

REPORTS TO:

Building Principal/Assistant Principal and/or Assistant Superintendent

JOB GOAL:

Provide essential leadership and expertise in literacy instruction to administrators, instructional staff, and parents in the support of improved instruction and increased student learning in literacy.

PERFORMANCE AREAS:

1. Ability to to work cooperatively with all educators and function as an instructional leader; to study, develop, share, and learn from the state-of-the-art research methods of teaching reading and writing.
2. Ability to develop and present quality literacy professional development in whole group, small group and individual settings to instructional staff.
3. Knowledge of current theory and practices in instruction, current district literacy programs, and a variety of assessment strategies.
4. Ability to assess students needs and performance and to interpret results using student data, and observations to support reflective teaching practices.
5. Ability to relate and communicate positively with staff, parents, and community.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command.
6. Observes Policies adopted by the Board of Directors.
7. Meets and follows all State and Federal laws and regulations.

ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

TERMS OF EMPLOYMENT:

Teacher contract. Salary and benefits to be established by the RSU No. 5 Board of Directors.

EVALUATION:

Evaluated annually by the Building Principal/Assistant Principal in accordance with Evaluation of Educators.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
April 6, 2018