

JOB PROFILE

POSITION: Literacy Specialist

JOB LOCATION: Beijing (Daystar Academy)

REPORTS TO: Elementary School Principal

Qualifications and Requirements

- Master's degree (preferred); Bachelor's degree (required); Literacy Related Program
- Valid Teaching Certificate
- Possess a strong foundation in literacy development and best instructional practices
- Experience working as a full-time Elementary classroom teacher (minimum 3 years)
- Experience in a bilingual setting (preferred)

Responsibilities and Duties

- Demonstrate theoretical and research-based knowledge of literacy development
- Identify appropriate curricular resources to support a context-rich literacy program
- Analyze school literacy data and plan for future literacy needs

Intervention Support

- Identify individual student reading and writing difficulties and match these areas of need with appropriate strategies and resources
- Research, teach, and model intervention literacy supports for students
- Use data to set intervention goals, monitor progress in meeting those goals, and adjusting interventions as needed
- Use a variety of on-going assessment approaches to inform and differentiate literacy instruction
- Analyze standardized and classroom assessment data, effectively communicate results, and support stakeholders in understanding data to support informed decision-making

Professional Learning and Support

- Assist with school-wide literacy initiatives
- Demonstrate instructional leadership and professionalism
- Support teachers in developing and using appropriate literacy strategies and assessment tools
- Assist teachers in recognizing and responding to the multiple needs of diverse learners