

Job Description

Position Title	Local Literacy Lead		
Building	District	Department	Academic
Hours	Varies	Supervisor	Principals
Band and Grade	C43	Tools and Equipment	Computer, applicable software, phone, and copier

Primary Function	The Local Literacy Lead collaborates with district administration and staff to support the district's implementation of requirements under the Read Act.
------------------	--

Essential Duties	
1	Collaborate with district administration, Regional Literacy Lead, SWWC Service Cooperative, and Minnesota Department of Education to support Local Literacy Plan
2	Support the implementation of Structured Literacy, interventions, curriculum delivery, teacher training and professional development
3	Support data collection and analysis to effectively inform instruction to support student growth and achievement across all Tiers of development
4	Assist with the development of personal learning plans for students across all Tiers of development
5	Participate in building and district meetings as assigned
6	Prepare for and lead Solution Focus Team meetings
7	Conduct interventions with students
8	Participate in the development and ongoing revision of Local Literacy Plan
9	Train paraprofessionals and other support staff to support classroom literacy instruction
10	Prepare for, lead, and monitor Academic Benchmarking in fall, winter, & spring, and progress monitoring.
11	Prepare schedules for Title I and A & I paraprofessionals
12	Gather Title documentation for yearly audit
13	Completed and/or Started Language Essentials for Teachers of Reading and Spelling (LETRS) training or other Science of Reading (SoR) training
14	Work with principals to develop a positive building climate that leads to educational equity and student achievement for all students.
15	Other reasonable duties as assigned

Minimum Qualifications	Bachelor's Degree in Education with appropriate licensure from the Minnesota Department of Education.
Knowledge Required	• Knowledge of District policies and building rules. • Knowledge of basic office equipment and procedures.
Skills Required	• Expertise in working with educators as adult learners. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc., sufficient to exchange or convey information and to provide and receive work direction.
Physical Activities/ Requirements	Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.