

ELEMENTARY READING AND LANGUAGE ARTS SPECIALIST

REPORTS TO:

Executive Director, Elementary Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Reading, Elementary Education, a core area of Curriculum and Instruction, or an equivalent certification as defined by the Florida Department of Education. Florida Reading Endorsement required. Five (5) years of related professional experience to include three (3) years of successful teaching experience in elementary reading and language arts. Demonstrated organizational and communication skills.

PREFERRED:

Certification in Administration/Supervision, Educational Leadership, or School Principal.

MAJOR FUNCTION

The Elementary Reading and Language Arts Specialist is responsible for the supervision of the elementary school curriculum, instruction, and assessment program in reading and language arts. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates, and monitors the alignment of curriculum, instruction, and assessment improvement in the accomplishment of district strategic plan for reading and writing.
- Serves as a consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups.
- Promotes, reviews, and communicates progress toward the elementary reading and language arts and division strategic plan.
- Facilitates elementary articulation of the reading and writing program.
- Manages data collection and reporting functions in reading and language arts; uses data in decision-making.
- Represents reading and language arts on cross-functional teams.
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of reading and language arts.
- Serves as liaison with community groups, parents, colleges and universities, and other agencies.
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division.
- Evaluates and improves the planning process.
- Communicates budget needs to the Teaching and Learning Services Team.
- Solicits and listens to customer input from staff, schools, parents, and community.
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions.

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ESSENTIAL RESPONSIBILITIES (Continued)

- Develops customer service standards for the reading and language arts office.
- Continually evaluates and improves customer satisfaction processes.
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives.
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in reading and language arts.
- Assists school personnel in analyzing data for continuous improvement of student achievement in reading.
- Interprets impact of state legislation and State Board rule on elementary school reading and language arts
- Collaborates with Technology and Information Services; Assessment, Accountability and Research; and schools to determine data needs and formats for classroom, school, and district analysis.
- Coordinates professional training for elementary reading and language arts teachers and administrators.
- Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities.
- Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to reading and language arts.
- Assists schools in securing appropriate instructional materials.
- Participates in School Improvement planning.
- Interprets and monitors for schools the school board curriculum policy regarding reading and language arts; provides policy input.
- Provides for the evaluation and improvement of reading and language arts programs.
- Establishes and oversees annual budgets from various funding allocations to support elementary reading and language arts.
- Assists schools with articulation of the reading and language arts program from grade to grade and level to level.
- Monitors the results of school improvement research and development in reading and language arts.
- Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding reading and language arts achievement, including comparisons and benchmarks.
- Contributes to Teaching and Learning Services' accountability for results aligned to all district strategic directions.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED 5/12 LM; BOARD APPROVED; 6/12/12; REVISED REPORTING, QUALS, 6/13 LM; BOARD APPROVED: 7/30/13; REVISED MQs 04/09/21, LM; BOARD APPROVED: 04/27/21

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Elementary Reading and Language Arts Specialist -.PTS