

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/10	INTENSIVE LITERACY TEACHER ON SPECIAL ASSIGNMENT	1.4.1.3A
Effective Date	Job Title	Index

1. Primary Function: In a given building supports staff members with the literacy instructional program.
2. Responsible to: Building Principal.
3. Assigned Responsibilities:
 - 3.01 Attend and participate in training/sharing sessions.
 - 3.02 Provide literacy information to building staff.
 - 3.03 Organize and conduct literacy professional development in accordance with the school improvement plan.
 - 3.04 Model literacy lessons for teachers.
 - 3.05 Observe literacy lessons and provide feedback to teachers.
 - 3.06 Identify appropriate instructional materials and resources for use in literacy instruction.
 - 3.07 Communicate and consult with staff on matters related to literacy.
 - 3.08 Help teachers implement literacy instruction and provide the support needed for teachers to continue to grow.
 - 3.09 Assist teachers with assessments, documentation of student progress, and analyzing assessment data.
 - 3.10 Support instructional assistants with literacy professional development.
 - 3.11 Work with Curriculum and Instruction Literacy Program Assistants.
 - 3.12 Special projects as assigned.
4. Minimum Qualifications:
 - 4.01 Certification/Licensure
 - 4.02.01 Valid Oregon Teaching License with appropriate endorsement.
 - 4.02.02 Five years successful teaching experience in assigned program area preferred.
 - 4.02.03 Reading endorsement.
 - Additional Qualifications:
 - 4.02 Demonstrated ability to:
 - 4.02.01 Share best practices in literacy with curriculum, instructional strategies and assessment.
 - 4.02.02 Observe lessons and provide feedback and support to teachers.
 - 4.02.03 Work collaboratively with other staff members.
 - 4.02.04 Present information to groups.
5. Minimum Term of Employment: Teacher Contract
6. Salary Level: Placement on Teacher Salary Schedule plus Literacy Team Leader differential.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/10	INTENSIVE LITERACY <u>TEACHER ON SPECIAL ASSIGNMENT</u>	1.4.1.3B
Effective Date	Job Title	Index

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____