

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/02	LITERACY TEAM LEADER, ELEMENTARY	1.8.3.3.4
Effective Date	Job Title	Index

1. Primary Function: In a given building organizes, supports and directs the literacy instructional program.
2. Responsible to: Building Principal
3. Assigned Responsibilities:
  - 3.01 Attend and participate in training/sharing sessions.
  - 3.02 Provides literacy information to building staff.
  - 3.03 Organizes and conducts literacy professional development in accordance with school improvement plans.
  - 3.04 Communicates and consults with administrator on matters related to literacy.
  - 3.05 Works with Instructional Services staff.
  - 3.06 Serves as a link between building staff and Instructional Services.
  - 3.07 Special projects as assigned.
4. Minimum Qualifications:
  - 4.01 Certification/Licensure
    - 4.02.01 Valid Oregon Teaching Certificate with appropriate endorsement.
    - 4.02.02 Three years successful teaching experience in assigned program area.
  - 4.02 Demonstrated ability to:
    - 4.02.01 Share best practices in literacy with curriculum, instructional strategies and assessment.
    - 4.02.02 Work collaboratively with other staff members.
    - 4.02.03 Present information to groups.
5. Minimum Term of Employment: Teacher Contract plus two days.
6. Salary Level: Placement on Teacher Salary Schedule plus differential.
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 \_\_\_\_\_