

Literacy Specialist

All employees and volunteers at Twin Peaks work together to fulfill the Twin Peaks Mission Statement. The items listed in this description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for this position based on the description below. Twin Peaks however expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents and students.

Role Definition:

The Literacy Specialist is responsible for the education of each pupil in their charge and working with students, parents, teachers and staff to achieve the Twin Peaks mission statement. The Literacy Specialist develops, coordinates, and teaches student literacy groups and acts as a staff development resource. This is a 195-day, full-time position or as specified in the employment contract.

Requirements:

- Develops, coordinates, implements curriculum and teaches student literacy groups as needed
- Communicates regularly with specified teachers
- Acts as a staff development resource
- Acts as a consultant/resource for writing ILP's
- Develops, supports, and reviews continued Rtl process/systems
- Collaborates with other faculty in delivery of appropriate instructional approaches.
- Acts as standardized testing coordinator. Assist with training, proctoring, coordinating of assessment; assist with the compilation of reports
- Implement curriculum and instruction in a manner consistent with Twin Peak's Mission Statement, including understanding, modeling and fostering independent thinking skills, creative problem solving and abstract reasoning.
- Develop a collegial relationship with parents, students and staff
- Assess student performance frequently and objectively
- Facilitate resolution of problems as necessary
- Show empathy and understanding of students.
- Share ideas and observations with students and parents.
- Holds parent/student/teacher conferences in a manner consistent with the Twin Peaks policy and Handbook
- Follows policies established by the Twin Peaks Board of Directors, St. Vrain Valley School District, and state-mandated school guidelines
- Other duties as required or as assigned by administration

Education and Experience

- BA/BS - MA preferred - in Literacy or other directly-related subject area with certification in teaching
- At least 2 years teaching experience preferred
- Knowledge of and commitment to Core Knowledge curriculum
- Knowledge of and commitment to Character Education
- Demonstrated experience in effectively solving challenging problems through positive collaborative approach
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery preferred