

ABSECON PUBLIC SCHOOLS

Job Description

TITLE: Elementary Literacy Enhancement Specialist

QUALIFICATIONS:

1. Certification for both early childhood (P-3) and a (Kindergarten-5), OR (N-8).
2. Extensive experience in literacy, specifically in kindergarten through second grade.
3. Comprehensive understanding of Absecon's holistic/balanced approach to literacy.
4. Understanding of the unique educational needs of Absecon children in the area of literacy.
5. Effective engagement and remediation skills.
6. Effective problem-solving, human relations, and communication skills.
7. Required criminal history background check, pre-employment sexual misconduct/child abuse disclosure, and proof of United States citizenship or legal resident alien status.

REPORTS TO:

- ✓ Principal
- ✓ Director of Special Services/Curriculum

Will work in collaboration with the district's certified library/media specialist and the district's educational technology specialist.

JOB GOAL:

- ✓ To develop, and coordinate literacy services and assist teachers and students in the effective use of the media center with reading, writing, and communication strategies as an instructional resource to support the curriculum and to develop students' literacy/ELA skills as they pertain to the developmental years of early literacy, kindergarten to second grade, with an understanding of further developing skills through fifth grade.

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for the operation and supervision of the school media center.
2. Maintains a comprehensive and efficient leveled reading system for materials and
3. instructs teachers and students on use of the system.
4. Provide literacy instruction that coordinates with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives, and collaborates with teachers to integrate literacy competencies across the curricula.
5. Assists teachers in the selection of books and other instructional materials and makes reading materials available to supplement the instructional program.
6. Evaluates, selects, and requisitions new media center materials; and informs teachers and other staff of new acquisitions.
7. Provides a sequential program of reading skills instruction and instructs students in the use of various types of materials and information technology.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.

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Performance Responsibilities (continued):

9. Presents and discusses materials with a class studying a particular topic at the request of the teacher.
10. Prepares and administers the ELES and media center budget.
11. Maintains professional competence and continuous improvement through in-service education and other professional development activities.
12. Schedules events to promote literacy for the entire school population (K-5); including but not limited to Read Across America Week, author visits, etc.
13. Implements monthly incentives to promote literacy within the library and school wide.
14. Creates a recognition program for students pertaining to the accomplishment and growth within the realm of Reading.
15. Will contribute to and support the S.M.I.L.E. Program and all initiatives and directions of the district.
16. Will participate in PLC's and write/revise curriculum as identified within the district's CAR operation.
17. Collaboration with the district's certified library/media specialist and the district's educational technology specialist.
18. Performs other duties within the scope of employment and certification as may be assigned by the principal and/or director.

TERMS OF EMPLOYMENT:

- ✓ Ten (10) month work year.
- ✓ Salary as negotiated through the Absecon Education Association contract.

EVALUATION:

- ✓ Performance of this job will be evaluated annually in accordance with the state law and the provisions of the Board's policy on evaluation of certified personnel.