



Lenoir City Schools

Job Description

Position Title: K-12 ELA Literacy Specialist

Reports To: Supervisor of Instruction

Job Goal: To assist and train all teachers in common core practices regarding English Language Arts and to assist in the yearly evaluation process.

Term of Employment: 11 Months

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Research and participate in professional growth opportunities in acquiring proficiency in common core curriculum integration processes.
- Participate in designing a method of dissemination and implementation of common core to staff as directed by the Supervisor of Instruction.
- Trains and/or facilitates training of staff in the implementation of common core curriculum and all related teaching strategies, including pacing guides, curricular alignment, best practices and syllabus.
- Model and coach common core strategies.
- Participates in implementing and/or monitoring intervention strategies based on results of accumulated data.
- Attend schools' vertical/departmental meetings.
- Assist with the evaluation of teachers.
- Participate in professional growth opportunities such as conferences.
- Perform any and all other duties as assigned by the Supervisor of Instruction.

Qualifications:

- Current Tennessee teaching license.
- Ability to interpret policies as related to job functions.
- Demonstrate effective organizational skills.
- Proficient interpersonal skills.
- Possess good oral and written communication skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).