

Guy Fenter Education Service Cooperative
Job Posting

Job Title: Literacy Specialist
Reports to: Teacher Center Coordinator
Days: 240
Position Type: Full-time (*this is a grant-funded position*)

Primary Purpose:

The Literacy Specialist will be responsible for coordinating efforts within the cooperative area to research, develop, and offer professional development programs and related services to GFESC member districts. The Literacy Specialist will work with other educational specialists, organizations, agencies, and institutions of higher education to support the goals and priorities of the ADE.

Qualifications:

Education/Certification

Master's degree preferred
A minimum of 5 years teaching experience
Arkansas teacher's license required

Special Knowledge/Skills

Ability to manage program grant
Ability to interpret policy, procedures, and data
Exhibit use of presentation and technology skills
Exceptional organizational, communication, public relations and interpersonal skills

Major Responsibilities and Duties:

Part 1 - Major Duties and Responsibilities

1. The Literacy Specialist is responsible for designing, planning and providing appropriate professional development for teachers and administrators in our cooperative area.
2. The Literacy Specialist is responsible for providing curriculum support and on-site professional development programs as requested by the districts.
3. The Literacy Specialist is responsible for working with various agencies throughout the region.
4. The Literacy Specialist is responsible for working with the Arkansas Department of Education and other agencies to provide information and professional development that would benefit our local districts.
5. The Literacy Specialist is responsible for adhering to the policies set forth by the Arkansas Department of Education.
6. The Literacy Specialist is responsible for participating in professional development, staff meetings, local, state and national conferences in an effort to maintain a high level of professionalism.
7. The Literacy Specialist is responsible for collaborating with specialists in other

- cooperatives to assure an effective and efficient statewide network.
8. The Literacy Specialist is responsible for providing technical assistance, modeling, observing and coaching to member districts.
 9. The Literacy Specialist is responsible for maintaining a working knowledge of technology and media to enhance the delivery of instruction.
 10. The Literacy Specialist is responsible for maintaining a working knowledge of data and assessment to enhance the delivery of instruction.
 11. The Literacy Specialist is responsible for special projects as assigned by the ADE, the Co-op Director, or the Teacher Center Coordinator.

Part 2- Professional and Personal Characteristics

1. Show enthusiasm and initiative in the performance of administrative responsibilities.
2. Deal with difficult and unpleasant situations with courage, objectivity, and candor.
3. Demonstrate an ability to provide leadership and exercise good judgment.
4. Demonstrate good organizational skills.
5. Be highly motivated, a self-starter, and expend the effort necessary to carry out the responsibilities of the position.
6. Demonstrate appropriate use of written and oral communication skill.
7. Demonstrate efficient use of time.
8. Demonstrate a high level of work ethic.
9. Demonstrate the ability to make decisions promptly in accordance with basic goals of the organization.
10. Adhere to all regulations and policies of the organization.
11. Demonstrate a professional presence when using personal and cooperative social media accounts.
12. Carry out other duties as assigned by GFESC Director.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Frequent local and statewide travel as well as some nationwide travel

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Please send resume and cover letter to the email address listed below:

Roy Hester - GFESC Director
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Branch, AR 72928
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