



# LITERACY FACILITATOR CONTENT SPECIALIST – ELEMENTARY OR SECONDARY

## SUMMARY/SCOPE/GOAL

Coordinate training for all K-12 reading coaches and contacts, assess student needs to support teachers in the development and implementation of the reading coach model, submit reports and data to district and state departments and provide support for schools in the implementation of the K-12 Comprehensive Reading Plan.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree with certification in Elementary Education, Reading, Middle Grades English, Integrated Curriculum, Secondary English, Varying Exceptionalities or Specific Learning Disabilities required.
- Master's Degree from an accredited educational institution required.
- Five (5) years of classroom teaching experience required.

#### PREFERRED/DESIRED:

- N/A

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Certification in Reading K-12 through Reading Endorsement or Reading Coverage required.
- ESOL (English for Speakers of other Languages) training within two years of appointment.

#### PREFERRED/DESIRED:

- Valid Florida Driver's License.

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Serve as a liaison between schools and the district office in facilitating the implementation of the K-12 Comprehensive Reading Plan.
2. Coordinate professional development for school leaders as required as required by the K-12 Comprehensive Reading Plan.
3. Provide consultation to principals on the overall elements and operation of a successful reading/literacy program and culture.
4. Provide ongoing professional development to Literacy Coaches and other school level contacts to support the implementation of the K-12 Comprehensive Reading Plan.
5. Support Literacy Coaches and Contacts with the latest research on best practices that will enhance their job performance.
6. Facilitate the process of maintaining qualified applicants in Brevard Public Schools' literacy coach pool.
7. Visit school sites to engage in problem-solving activities with school level reading leadership teams.

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8. Provide support to schools as they develop site-based professional development plans.
9. Monitor compliance with state requirements regarding the reporting of progress monitoring data, coach logs and reading leadership team rosters.
10. Attend state level professional development activities as appropriate.
11. Write Brevard Public Schools' annual K-12 Comprehensive Reading Plan.
12. Coordinate evaluation of school progress toward meeting the goals of the K-12 Comprehensive Reading Plan.
13. Coordinate evaluation of school progress toward meeting the goals of the school's Fail-Safe Literacy Plan and School Improvement Plan.
14. Coordinate implementation and ongoing support/monitoring of district adopted intervention programs.
15. Conduct classroom walk-throughs and provide feedback.
16. Help schools develop instructional teams and assist with their coordination of reading assessments.
17. Actively participate, as requested, in the development and adoption of district tests, textbooks and curriculum programs.
18. Actively participate in district meetings and other required meetings.
19. Provide for the articulation of the school's instructional program among school personnel.
20. Use appropriate techniques and strategies that promote and enhance critical, creative, and evaluative thinking of students.
21. Use appropriate instructional strategies and materials that reflect each student's culture, learning styles, special needs and socioeconomic background.
22. Fulfill the terms of any affected written contract and adhere to the Codes of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
23. Assist in the enforcement of all federal, state and District regulations, policies and procedures.
24. Monitor students in a testing environment.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Possess communication skills of listening, oral communication and oral presentation; interpersonal skills and abilities; knowledge of human growth and development; extensive knowledge of curriculum development and implementation. Must have technical knowledge and skills to operate computer, enter data, analyze and process information; effective decision-making skills required. Must have strong work standards for self and others.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

##### (L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

#### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

#### TRAVEL:

Travel between sites often. Travel out of county rarely.

### FOR HR USE ONLY:

|                         |                      |                         |  |
|-------------------------|----------------------|-------------------------|--|
| <b>DIVISION:</b>        | Leading and Learning | <b>DEPARTMENT:</b>      | Leading and Learning   |
|                         | EXXXX                | <b>CONTENT BY:</b>      | Dr. Pat Shelton, Director – Cert & Instruct Professional Dev<br>Lynn Spadaccini, Director – Elementary Programs<br>Dr. Walter Christy, Director – Secondary Programs |
| <b>TITLE CODE:</b>      |                      | <b>COMPENSATION:</b>    | Rick Morton  |
| <b>GRADE:</b>           | N/A                  | <b>LABOR RELATIONS:</b> | Karyle Green, Ed.D.  |
| <b>UNIT:</b>            | BFT                  | <b>CLASSIFICATION:</b>  | Beth Thedy, Ed.D.  |
| <b>LAST BOARD APVD:</b> | Submitted 09/22/2020 |                         |  |

| REV: | DATE: | REVISION CONTROL:  | INITIATED BY:                   |
|------|-------|--|---------------------------------|
| 1.0  |       | Initial Release: Mirrors the Literacy Facilitator Resource Teacher job description. New job description is needed for new hires as resource teacher supplement is no longer available. | Elementary & Secondary Programs |
|      |       |  |                                 |
|      |       |  |                                 |

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*