

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** District ELA Specialist

**FLSA:** Exempt

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### GENERAL SUMMARY

Under general direction develops and implements District K- 12 ELA instructional programs. Develops and administers budgets, coordinates curriculum initiatives, provides teacher support and resources, administers staff development, etc. Reports to the Assistant Superintendent for Instruction.

### ESSENTIAL FUNCTIONS

Coordinates the development and implementation of English Language Arts programs.

Analyzes school data, ELA test scores, and requirements set by law in ELA and recommends instructional strategies needed to meet requirements and improve test scores.

Assesses staff development needs and administers appropriate development activities via workshops, individual instruction, courses, etc.

Provides materials, information, and advice to individual schools and teachers.

Reviews and researches new developments in ELA education by participating in local, state and national conferences and meetings.

Promotes the professional growth of ELA teachers in grades K-12 by encouraging active participation in national, state, and local ELA organizations.

Promotes improved coordination and articulation in ELA instruction at the elementary, middle and high school levels.

Assists with ELA textbook adoption committees and reviews ELA resources for possible implementation.

Assists in the evaluation of new teachers.

Increases public awareness and understanding of the district ELA program by speaking to PTAs/PTOs and other civic organizations and assists in the preparation of related press releases.

Interacts and communicates with parents, coworkers, administrators, committees, teachers, professional staff, government agencies, and others in the performance of job activities.

Provides support and assistance to all classroom teachers in the full implementation of the district's adopted ELA programs.

Models and demonstrates best practices in ELA instruction with teacher and students.

Assists teachers in building an interactive classroom.

Assists teachers in the preparation for pacing of instruction.

Participates in collaborative grade level meetings to assist with instructional planning.

Works with teachers to plan, implement, and to reflect on ELA instruction using the SCCCR- ELA Standards.

Researches and prepares a variety of written and electronic materials (e.g. lesson plans, scope and sequence guides, classroom materials, etc.) for the purpose of demonstrating best practices in ELA instruction.

Serves as District Literacy Design Collaborative (LDC) local trainer/coach for middle school and high school. Observes LDC teachers once per month and provides feedback, assists with writing modules, and leads professional development for teachers.

Provides school literacy coaches with materials, information, advice, professional development, and meets with the coaches at least once per month.

Serves as a key member of the District Literacy Team and assists with writing/updating the district literacy plan.

Operates general office equipment such as a copier, computer, and calculator. Performs other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Master's degree in Education or Education Administration or a related discipline with three to five years of experience in ELA education; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid teaching certificate and certification in ELA or related areas and other certifications as designated.

### **Knowledge:**

Knowledgeable of all state and federal regulations and compliance requirements applicable to educational programs. Knowledge of the records, forms and reports which must be prepared and maintained. Has thorough and comprehensive knowledge of all aspects of science and health education. Knowledge of fiscal management practices. Knowledge of curriculum development. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

### **Skills/Effort:**

Ability to comprehend, interpret, and apply state and federal regulations related to science and health education. Ability to organize and coordinate major curriculum initiatives and related programs. Ability to operate general office equipment in the performance of daily activities. Ability to effectively apply knowledge of ELA programs and services. Ability to communicate effectively with students, parents, district staff, government agencies and all other groups involved in the activities of the job. Ability to identify effective strategies for ELA education. Ability to complete, process, and maintain all required records and reports.

### **Working Conditions:**

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement/lifting of items weighing up to twenty-five pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

### **Responsibility:**

Responsible for budget as assigned.  
Supervisory responsibility for staff as assigned.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____