

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: S-SIP (State School Improvement Plan Grant) Literacy Specialist

QUALIFICATIONS:

- Mississippi educator license in Educational Administration and Supervision and Elementary Education
- Successful experience in classroom teaching and administrative and/or supervisory experience
- Ability to communicate effectively to the Board of Trustees and various other lay and professional audiences
- Ability to perform all tasks identified in this job description
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Exceptional Education Director and Curriculum Director

SUPERVISES: N/A

JOB GOAL: To assist the Exceptional Education Director and Curriculum Director in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services for 4th - 6th grade ELA

PERFORMANCE RESPONSIBILITIES:

- Work with the Curriculum, Instruction & Assessment staff to evaluate and ensure a balanced and coordinated 4th - 6th grade ELA Instructional Program (textbook adoption and support, program evaluation, common core curriculum, etc.)
- Works with school administrators, teachers, local literacy leaders, and literacy support staff in the effective implementation of the 4th - 6th grade ELA curriculum, district initiatives, adopted program, and best practices/current research in the field of education
- Assist local administrators and teachers in understanding, implementing, and resolving problems related to curriculum and instruction (Observations, intervention support, focus walks, inclusive practices, etc.)
- Work with teachers and other instructional personnel in the effective assessment of student learning, interpretation of data (develop, review, and analyze assessments/data), and instructional adjustments based on that data
- Assist with the implementation of all Mississippi State Standards and State and Federal regulations related to the 4th - 6th grade programs and work collaboratively with early literacy institutions and community/professional organizations

- Design, implement, and evaluate professional learning for teachers (both new and experienced) and academic leaders, including inclusive practices
- Project ELA budget needs and monitors the use of allocated funds, including the purchase of supplies and materials for instructional as well as for administrative office efficiency
- Prepare presentations, special reports, and/or documents concerning assigned programs for public information as needed
- Manage additional literacy programs/ initiatives (STAR Reading, Accelerated Reader, Reading Fair, etc.)
- To assume additional responsibilities when deemed necessary by the Exceptional Education Director, Curriculum Director, or Superintendent

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)