

# Sunflower County Consolidated School District

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; Elementary Education
- Successful experience in classroom teaching and administrative and/or supervisory experience
- Able 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

**SUPERVISES:** N/A

**JOB GOAL:** To assist the Director of Curriculum, Instruction and Assessment substantially and effectively 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:**

- Demonstrate prompt and regular attendance
- 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.)
- Communicate effectively and 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, RtI 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 works collaboratively with early literacy institutions and community/professional organizations

# Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

*"United For Excellence"*



- 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.)
- Perform other duties as assigned by supervisor/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)