

Position:	Structured Literacy Specialist
Reports to:	Director of Student Services
Employment Status:	Full-Time
FLSA Status:	Exempt
Description:	This is a school-based position, and the candidate will provide universal screening, small group instruction, and progress monitoring for students requiring support in basic reading skills.
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Administer reading screenings and diagnostics; generate written reports based upon assessment results
- Planning and delivering reading instruction based on a structured literacy approach.
- Deliver structured literacy lessons using structured literacy principles to students with varying levels of literacy skills.
- Implement multisensory teaching techniques, ensuring lessons incorporate visual, auditory, and kinesthetic modalities to engage different learning styles.
- Provide small group instruction, tailoring lessons to meet individual student needs and providing scaffolding as necessary.
- Regularly assess students' progress using formal and informal assessments.
- Advising students and working with students, families, and other teachers to fully develop a picture of students' strengths and learning needs.
- Regularly and consistently communicate with students, families and colleagues.
- Promoting joyful student engagement and a commitment to the education of students with basic reading needs are essential.
- Maintain accurate records of student performance, growth, and areas requiring additional focus.
- Create and implement personalized learning plans for students based on assessment data and individual needs.
- Participate in IEP/504 meetings for students being served
- Collect and maintain data for students and report progress to stakeholders

Other Duties and Responsibilities:

- Ensure safety of students
- Serve as a role model for students and colleagues
- Interact with Superintendent and/or Board of Education and present information as requested
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Observe ethics of the teaching profession

Qualifications:

- Bachelor's degree (B.A.) from a four-year college
- Training in structured literacy (also referred to as the Science of Reading). This training could include Orton-Gillingham, LETRS, Neuhaus, Wilson, or other comparable research-based literacy interventions.
- Ohio Teacher Certification OR Speech Language Pathologist License

Required Knowledge, Skills, and Abilities:

- Strong background in reading knowledge and structured literacy instruction
- In-depth knowledge of literacy assessment tools, instructional strategies, and curriculum development
- Ability to analyze data and use it to inform instructional decisions
- Strong organizational and time-management skills
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills

Equipment Operated:

- Various office machines
- Computer, e.g., e-mail, internet
- Copier
- Calculator
- Subject-specific equipment

Additional Working Conditions:

- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Interaction among children
- Occasional operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 10 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Teaching Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: April 22, 2025