



NEW: 07/01/2019  
 Submitted: 05/14/2019

JOB TITLE:	MANAGER LITERACY SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3102
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Supports schools in the design, coordination, and implementation of elementary literacy plans for academics. This includes supporting schools in the design of acceleration plans for students who are behind in literacy. Will facilitate the work of the K-5 Literacy Coaches to ensure the students have accelerated literacy opportunities and are making the necessary growth in literacy to be transition ready. They will assist with the identification of appropriate core, supplement, and intervention instructional supports. This work will be coordinated with various role groups aimed at improving academic achievement. They will align planning to the District's strategic plan, all state and federal requirements, and will work closely with other departments across the District to ensure coherence in planning and implementation for academic improvement.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides training, consultation, and other support to administrators, teachers, and school-based leadership teams in literacy improvement including culturally literate strategies designed to eliminate the achievement and opportunity gaps
- Supports school in designing and implementing effective school-wide literacy plans supporting the implementation of curricular and instructional framework
- Coordinates and supervises the work of the literacy coaches to best meet school and district student needs
- Monitors the fidelity of implementation of literacy at the school level for academics
- Identifies professional learning needs for both school and district personnel and coordinates training as needed as related to elementary (K-5) literacy
- Encourages and models skillful use of data to inform decision making as related to K-5 literacy improvement
- Maintains cooperative and positive working relationships with school and District staff
- Collaborates closely with District-wide departments to ensure coherence
- Serves as requested on District committees
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

This work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

**MINIMUM QUALIFICATIONS**

- Master's degree with valid KY teaching certificate
- Five (5) years successful experience as a teacher
- Expertise in equity, inclusion, and culturally responsive education

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Proven leadership ability
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Knowledge of appropriate pedagogy that will address literacy improvement and achievement and opportunity gaps
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Experience with diverse populations
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Experience in planning, developing, and implementing professional learning programs
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Experience in a diverse workplace
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