



NEW: Submitted:
07/01/2020 06/09/2020

JOB TITLE:	MANAGER LITERACY SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4178
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

Supervises and evaluates Instructional Coach Literacy K-5 and other 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

DESIRABLE QUALIFICATIONS

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| Proven leadership ability |
| Knowledge of appropriate pedagogy that will address literacy improvement and achievement and opportunity gaps |
| Experience with diverse populations |
| Experience in planning, developing, and implementing professional learning programs |
| Experience in a diverse workplace |