

**MENASHA JOINT SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: LITERACY RESOURCE TEACHER

REPORTS TO: Building Principal

JOB GOALS: Provide leadership and expertise to improve student performance by increasing the capacity of classroom teachers to provide high quality, differentiated literacy instruction.

Provide literacy intervention services to identified students.

QUALIFICATIONS:

1. Wisconsin Teacher Certification to teach one or more of the grade levels and content areas grades K-5, 316 license required, 17 (317) license preferred
2. Demonstrated expertise in a balanced literacy approach in a K-5 classroom
3. Demonstrated expertise in strategies for differentiating classroom instruction in the regular classroom to meet the diverse learning needs of all students.
4. Experience with research-based interventions
5. Ability to lead professional development as needed
6. Demonstrate strong and effective leadership skills to work collaboratively and effectively with other professionals
7. An understanding of the Rtl process

ESSENTIAL JOB FUNCTIONS:

- 1 Work cooperatively with principals, professional staff, paraprofessional staff and Central Office administrators to lead, coordinate and facilitate the development and implementation of effective literacy curriculum and research based instructional and intervention practices in literacy at the district, school, and classroom level.
- 2 Research, identify and facilitate the dissemination and implementation of innovative and effective ideas, processes, and instructional practices in literacy that result in enhanced learning and achievement for all students in the regular classroom.
- 3 Provide literacy intervention services including:
 - Using the district identified process for screening all students to identify those needing additional literacy supports.

- Providing small group and/or individual intervention services for targeted students.
 - Monitoring the progress of all students identified with literacy needs.
 - Assisting classroom teachers in providing appropriate interventions.
- 4 Provide advocacy, expertise, and leadership in literacy for the following:
 - Implementation of the district vision of student centered learning and the assessment of that learning.
 - Implementation of the district vision of standards-based learning and its components centering on success for all students, academic standards and effective learning expectations, assessment, curriculum, instruction, technology, grading and reporting, and staff development and the policies that support them.
 - Curriculum, instruction and research based “best” practices aligned to the Common Core State Standards.
 - Development and implementation of content area and grade level balanced assessment and intervention processes.
 - Selection of supplementary instructional materials and software that align to the Common Core State Standards , district adopted instructional materials, support research based effective instructional practices, and promote the enhanced student learning and achievement of all students toward reaching proficiency
 - Participate in Tier 2, Tier 3, Pupil Services and IEP meetings when necessary.
 - 5 Coordinate meetings to maintain curricular and instructional continuity and consistency among schools and teachers.
 - 6 Provide leadership and coordination to develop, support, and implement district and school, data-driven academic performance improvement goals and school improvement plans.
 - 7 Attend and participate in any elementary/district literacy meetings.
 - 8 Work with the Director of Curriculum and Instruction the Reading Coordinator to assist in the identification of district and school professional development needs, and to plan and implement ongoing, meaningful professional development opportunities that support and improve student learning.
 - 9 Perform other duties as may be assigned.