**Muskingum Valley Educational Service Center**

**Job Posting**

**May 10, 2016**

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**Position:** Regional Early Literacy Specialist assigned to SST 12

Accepting applications through June 1, 2016

**Effective Start Date:** August 1, 2016

**Salary:** Commensurate with salary schedule

**Qualifications:**

* A master’s degree in reading or literacy education, or master’s degree in a related area with either reading or literacy endorsements on state license
* Expertise in how to improve student learning through the implementation of high-quality evidenced-based reading/literacy strategies
* Three to five years of successful classroom teaching that includes reading/literacy instruction in grades preschool-grade 3
* Experience as a provider of professional development and technical assistance
* Evidence of previous development of professional development materials
* Coaching and consulting skills
* Culturally responsive practices
* Knowledge of how to analyze and use student data and adult implementation data
* Experience in working with administrators

**Position Description:**

Serve as a literacy specialist in school districts for the State Support Team and adhere to the requirements set forth by ODE’s Performance Agreement.

**Essential Functions:**

* Meet regularly with the ODE staff and SST early literacy specialists to implement a professional development plan. Meetings will occur monthly in person in a centralized location as well as regular meetings by phone or webinar.
* Complete all LETRS training modules successfully.
* Participate in additional early literacy training determined by ODE and subsequently facilitate training to building coaches and teacher-based teams (e.g., LETRS facilitation, interpretation and use of DIBELS Next and/or AIMSweb data, facilitation of the district early literacy needs assessment, etc.)
* Work independently and in small groups on assigned professional development projects and share project work at face-to-face monthly meetings and/or virtual meetings.
* Spend 70-80% of designated coaching time in classrooms with teachers in preschool-grade three utilizing effective coaching practices.
* Collaborate with building literacy coaches to support individual, teacher-based teams, and building leadership teams’ analysis and use of early literacy data to design evidence-based instruction and interventions.
* Work with building coaches to plan for parent engagement and community partnerships around early literacy.
* Support administrators and teacher teams in review and analysis of their existing core reading programs.
* Facilitate additional training based on identified district needs (e.g., data-based decision making, progress monitoring, reading intervention).
* Facilitate collection and analysis of data at regular intervals
* Facilitate use of the early literacy data dashboard, designed to collect and display all data collected from the tools listed across participating districts.

**ADDITIONAL WORKING CONDITIONS:**

Typical office setting; on occasion will be required to transport and load and unload supplies, materials and equipment for off-site projects

**KNOWLEDGE OF:**

Thorough knowledge in current curriculum theory and practice; advanced knowledge of adult development and adult learning, organization development, effective group process, effective schools and teaching practices, effective training models, needs assessments, evaluation procedures, staff development resources and public relations.

**SKILLS IN:**

Organization, planning, leadership, oral and written communication, problem solving, training, consensus management and group processes

**ABILITY TO:**

Anticipate future trends and issues in leadership development; organize, plan and manage time; set priorities and negotiate agreement when issues differ or conflict; develop group unity and reach consensus; speak publicly; and develop collegial rapport and team effectively

**EQUIPMENT OPERATED:**

Typical school technology as well as assistive technology (e.g., communication devices, etc.)

**TERMS OF EMPLOYMENT:**

Dates of the work period will be stated in the employment contract.

**PERFORMANCE EVALUATION:**

The Director or their designee, in accordance with the procedures identified by law and including the standards established by the organization, will evaluate the Special Education Consultant. The employee will be given a copy of the evaluation instrument and standards in advance and he/she will be expected to conduct a self-evaluation and establish a minimum of one goal annually to advance knowledge, skills and/or ability in a job related area.

The Muskingum Valley ESC Governing Board is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, or disability. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. The incumbent will be required to follow the instructions and perform the duties required by the Service Center. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

**Contact Person:**

Send resumes/applications to Linda Wright, Administrative Assistant, State Support Team Region 12, 1300 Clairmont Avenue, Cambridge, OH 43725 or [linda.wright@mvesc.org](mailto:linda.wright@mvesc.org).

Applications can be accessed at [www.mvesc.org](http://www.mvesc.org) under the About Us tab, Employment section.

**Position Length:** 200 days