



Job Title: Literacy Mentor (**UIN Funded- Granted for 1 year**)

Reports To: Director of Literacy

Prepared By: The Office of Human Resources

Board Approved Date:

Salary Range: **UR 308- UR112**
\$50,502 - \$110,283

UIN Funded - Granted for 1 year

Summary:

The role of the Literacy Mentor will be to provide ongoing support for new teachers with 3 or less years of service in schools with high teacher turnover and/or high numbers of teachers new to the field and teachers implementing Leading and Learning (L&L) innovations. The Literacy Mentor supports new teachers in the use of evidence-based practices through planning, modeling, observing, and providing feedback and to enhance teacher and leader collaboration. The Literacy Mentor provides training and support for a cohort of selected schools and early childhood sites, as identified in the CLSD 2024 application. The Literacy Mentor works with district-level and school-level staff to ensure all students receive high quality literacy instruction and to increase the population of highly effective teachers and childcare providers. Approximately 80% of the literacy mentor's time must be spent directly supporting new teachers.

Essential Duties and Responsibilities:

- Oversee the implementation of two of three evidence-informed L&L Innovations as measured by scaling the Innovation to at least one additional site within the LEA by the end of the subgrant.
- Spend 80% of their time supporting teachers
- Coach teachers through implementation of high-quality instructional materials
- Observe teachers, provide feedback, and identify next steps to improve instruction in core ELA instruction and intervention for the purpose of support and not evaluation through high-quality instructional materials
- Provide teachers with instructional support in five areas: theory underlying instruction, demonstration of evidence-based strategies, observation of teachers practicing evidence-based strategies, feedback and reflection about instruction, and supporting collaboration
- Support coherence of literacy instruction across the schools supported and

throughout the District.

- Support school and school system leaders in the development and monitoring of a local literacy plan
- Participate on the District-Level Team to bring insights and perspectives from site-level collaboration, ensuring feedback and continuous improvement
- Provide teachers with localized ELA supports while also leveraging the communication, feedback, and support of LDOE
- Collaborate with school systems staff and Department staff to evaluate and improve program implementation
- Report on program implementation to key stakeholders
- Demonstrate and communicate an unwavering belief in all students' abilities to become successful readers
- Participate in all LDOE and school system-mandated professional development, including monthly LDOE Communities of Practice and Teacher Leader Summit
- Stay abreast of the research and elevate evidence-based strategies for instruction and professional learning development to share with the teachers

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

- Master's or advanced degree in Education preferred
- Successful and documentable experience that impacted student achievement at the elementary or secondary school level.
- Strong verbal and written communication skills

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link:](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.