

Griffin-Spalding County School System

Title: Literacy Specialist	Location: School Site
Job Details: Part time-190 days	Reports To: Principal
Updated: 11/11/2025 Reviewed: 11/11/2025	Salary Schedule: \$40.00 per hour/Contracted Services

JOB SUMMARY

The Literacy Specialist plays a critical role in supporting students who struggle with foundational literacy skills. Using a deep knowledge of the science of reading, this position provides targeted, evidence-based literacy instruction and interventions. The specialist collaborates closely with classroom teachers, families, and school leadership to ensure that instruction is aligned, data-driven, and responsive to individual student needs.

This position is ideal for an educator who is passionate about literacy, skilled in assessment and instruction, and committed to ensuring that all students become confident, proficient readers.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Apply a deep understanding of the science of reading to daily instructional practice.
- Design, model, and implement evidence-based reading strategies, particularly in the areas of phonological and phonemic awareness.
- Provide explicit, systematic, and cumulative instruction to support struggling readers.
- Use a range of multisensory instructional techniques to engage diverse learners and build foundational literacy skills. Prepare and implement targeted reading interventions based on individual student needs and data.
- Facilitate small-group instruction aligned with diagnostic and progress-monitoring data.
- Provide individualized, actionable feedback to students to support growth in reading fluency, comprehension, and decoding.
- Administer and analyze diagnostic and formative reading assessments to identify learning needs.
- Use ongoing data to inform and adjust instruction and intervention plans.
- Track and document student progress using appropriate assessment tools and platforms.
- Partner with classroom teachers to align interventions with core literacy instruction.
- Share student progress and insights during team meetings, RTI/MTSS processes, and planning Sessions.
- Communicate regularly with parents and caregivers, offering updates on interventions and student progress, and recommending strategies for support at home.

SUPERVISES

- No Supervisory role

MINIMUM QUALIFICATIONS

- Bachelor's degree in Education, Reading, or a related field
- Valid teaching certification/licensure (based on state requirements)
- Demonstrated knowledge of the science of reading and structured literacy approaches
- A minimum of three years experience as a classroom teacher
- Training in Orton-Gillingham, LETRS, or similar structured reading programs
- Experience implementing evidence-based reading interventions

PREFERRED QUALIFICATIONS

- Master's degree in reading, literacy, or related field
- Reading Specialist certification or endorsement
- Experience with MTSS/RTI frameworks
- Strong data analysis and progress-monitoring skills

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to communicate effectively orally and in writing
- Ability to plan, organize and prioritize
- Ability to use data in the decision-making process
- Ability to create and interpret results of formative and summative assessments
- Ability to work positively and cooperatively with others
- Highly skilled in the use of technology

EVALUATION

- Performance will be evaluated by the supervisor and/or Principal in accordance with job requirements.