

Position Title: Teaching & Learning Specialist – Literacy**Code:****Department:** Instructional Services**Group:** Act 93, Zone**Reports to:** Program Director – TLC**Date:** September
2025

PURPOSE OF POSITION:

The purpose of this position is to provide strong leadership and innovative services in literacy education to professional educators, administrators, and content area specialists in order to positively impact teacher content knowledge, classroom instruction, and student outcomes. Daily activities include, but are not limited to, instructional coaching, providing consultative services, facilitating professional learning communities, designing and delivering professional development, and developing revenue-generating products and services.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
 - ***embody the IU13 Keys to the Culture***
1. Serve as a specialist with expertise in science of reading, structured literacy, and English language arts instruction to provide strategic leadership, technical assistance, and consultative services to K-12 educators, administrators, content area specialists, and the Pennsylvania Department of Education.
 2. Effectively design, implement, and evaluate professional development activities, including serving as a proactive staff member for events related to marketplace initiatives, grant projects, consortium activities, job-alike groups, and contracted services.
 3. Effectively facilitate school-based professional learning communities, data teams, curriculum committees, and provide instructional coaching using evidence-based practices aimed at building school capacity, supporting quality curricular decisions, and increasing student achievement.
 4. Stay abreast of current educational research, evidence-based instructional practices, and initiatives at the local, state, and national level, and incorporate into all aspects of work.
 5. Possess a thorough and detailed working knowledge of the PA Standards Aligned System, PA Academic Standards and Assessments in English language arts-related content areas, and current statewide education initiatives, and appropriately incorporate in all aspects of work.
 6. Collaborate with IU13 staff and district/school leadership to develop and implement agreed upon action plan(s) for contracted services, grant activities, and statewide initiatives that are consistent with guidelines, policies, and regulations, including all record keeping and reporting requirements.
 7. Demonstrate innovation, resource stewardship, and intrapreneurship through researching, developing, and delivering new revenue-generating products and services for market within IU13 and outside of the

This is not a complete itemization of all facets of this position.

IU13 region.

8. Design and implement evidence-based literacy support strategies aligned with the Science of Reading to enhance foundational reading skills among K–5 students, including phonemic awareness, phonics, fluency, vocabulary, and comprehension.
9. Provide targeted coaching and professional development to teachers on effective instructional practices rooted in the Science of Reading, ensuring fidelity to research-based methodologies and continuous improvement in literacy outcomes.
10. Exhibit integrity through productively participating in meetings, planning and facilitating them as appropriate, and providing timely responses to requests; Including but not limited to, IU13 job-alike groups, grants, PAIU, PDE, and IU13 departmental and team meetings.
11. Provide leadership and support for assigned and/or approved regional, state, and national initiatives, and fulfill all responsibilities in an effective and timely manner, including all record keeping and reporting requirements.
12. Proactively initiate, develop, and maintain internal and external relationships and partnerships that enhance programs and services to IU13 districts and the IU13 organization.
13. Administer funds and supervise personnel to ensure compliance with regulations and budget processes, and to provide exemplary program leadership as applicable.
14. Effectively use technology to maximize efficiency and quality of work during the planning, implementation, and completion of projects and tasks.
15. Adheres to the established work schedule through regular and consistent attendance and recognizes the need and expectation to attend onsite meetings and activities as scheduled throughout the year.
16. Perform other related duties as assigned by the Program Director.
17. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

<u>Education:</u>	Master's degree in education
<u>Certification:</u>	Active PA Instructional Certification (Level II) in Elementary or English 7-12; Reading Specialist K-12; and Supervisor of Curriculum & Instruction or Principal PK-12 required
<u>Experience:</u>	5 years elementary teaching experience required; 5 years progressive experience in literacy-related areas, curriculum and instruction, reading specialist, instructional coaching, and/or educational leadership
<u>Skills:</u>	Expertise in literacy education; effective oral and written communication skills, and effective integration of instructional technology
<u>Other:</u>	Valid driver's license

This is not a complete itemization of all facets of this position.

SUPERVISION OF PERSONNEL:

Program Assistants
Assigned Coordinators

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 40%
Walk/stand: 40%
Driving to other locations: 20%

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration

Mental Demands: Interpret, analyze, organize, prioritize, evaluate, and problem solve.

Environment: Normal office environment. Some local, regional, or statewide travel required.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date