

TRUMBULL PUBLIC SCHOOLS
Trumbull, Connecticut

LITERACY CONSULTANT

Accountability Relationship

The Literacy Consultant is responsible to their Building Principal and Assistant Superintendent for Teaching and Learning.

General Position Definition

Through consultation with administration, classroom teachers, and support personnel, takes responsibility for and is primary provider of professional development in literacy at the building and district level. Works collaboratively with staff, and is responsible for assisting in the planning, development, implementation, coordination, and evaluation of literacy support services to students. Assesses literacy skills/strategies and provides literacy instruction to at-risk readers. The overall purpose of this teacher is to improve literacy instruction and performance through direct work with teachers and students.

Essential Duties and Responsibilities

Takes a leadership role in the provision of professional development programs to building and district staff, regarding methods and materials for literacy assessment and instruction, on a regular basis. Professional development may take the form of modeling, coaching, consulting, collaborating, and presenting workshops to small and large groups of teachers and administrators.

Coach/model/collaborate on a daily basis with teachers and other staff for the purpose of improving literacy instruction at the classroom level.

Provide specialized individual and small-group literacy instruction to at-risk students.

Provide leadership and coordination of the literacy assessment and instructional program.

Interpret, as appropriate, assessment results and statistical data concerning student performance and use this information to support staff in making effective instructional decisions.

Collect, analyze, interpret, submit, and maintain all required assessment results and statistical data/records electronically and manually.

Administer and interpret literacy assessments, adhering to established district criteria regarding the selection of students for literacy support services.

Participate in team decisions about at-risk students including the development, review and modification of individual reading plans.

Attend and participate in Early Intervention Program (EIP) and Planning and Placement Team (PPT) meetings, as needed.

Communicate with other personnel including regular classroom teachers, elementary instructional support teachers, interns, volunteers, special education staff, and administrators regularly.

Assist with the ordering of literacy materials.

Recommend adoption and use of varied instructional materials, including textbooks, reference works, kits, trade books, and audiovisual aids.

Maintain professional competence and enhance professional expertise through in-service education provided by the district and self-selected professional growth activities.

Support the district-wide reading philosophy and curriculum and explain these to the school administration, staff and the public.

Communicate and confer with parents concerning individual students.

Serve on faculty and district committees.

Be available to students and parents for education-related purposes outside the instructional day including provision of evening literacy programs.

Other duties as assigned.

Supervisory Responsibilities

Supervises classroom and students (volunteers and parent helpers where appropriate). Performs general supervisory duties as scheduled.

Requirements

Valid Connecticut Reading and Language Arts Consultant Certificate (097).