

# Santa Rosa County District Schools

## Job Description

### Literacy Intervention

Reports To: Coordinator of Literacy

FLSA Status: Exempt

Department: Literacy

Prepared by: Human Resources

Date: April 20, 2021

Job Code:

#### **Preface:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

#### **Primary Duties and Responsibilities:**

- Provide daily intensive reading instruction to students
- Provides opportunities for families to support literacy learning at home
- Multi-Tiered system of support for teachers and students
- Assess students using a variety of measures to determine appropriate instructional needs
- Collaborate with teachers on the use of assessment data to plan instruction
- Collect data and monitor intervention groups
- Communicate with faculty and staff with professionalism
- Demonstrate characteristics of an on-going learner
- Accesses a rich repertoire of instructional practices, strategies, resources and applies them appropriately
- Serves as a reading contact between the Literacy Department and elementary schools

#### **Supervision Received:**

Coordinator of Literacy

#### **Supervision Exercised:**

NA

#### **Minimum Qualifications & Skills:**

- Bachelor's degree or higher from an accredited institution
- Currently hold or eligible for Florida teaching certificate or appropriate license
- Currently holds K-12 Reading Certification or Reading Endorsement

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### **Physical Demands**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

Approved Compensation Plan

Instructional Salary Schedule

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays