



[www.bearcreekschool.com](http://www.bearcreekschool.com)

## Literacy Specialist

The Literacy Specialist champions school-wide literacy initiatives, while providing leadership, coordination, collaboration and innovation in reading and writing instruction, so that each student achieves the maximum benefit from the school's English Language Arts curriculum. The Literacy Specialist provides proactive leadership to engage all stakeholders in the delivery of programs and services to support students' academic achievement, while advocating the school's mission and core values, and promoting "The Bear Creek Experience."

Located on a beautiful 300 acre mountain-top campus just outside of Wilkes-Barre, Bear Creek Community Charter School provides a small, safe and community-oriented environment where students thrive in a hands-on learning environment with an environmental focus.

The successful candidate should have a minimum three years' successful teaching or prior job related experience with increasing levels of responsibilities in a K-12 public school setting. A bachelor's degree in a related field is required, with an advanced degree in Reading preferred. Pennsylvania Teaching Certification required, Reading Specialist PK-12 or equivalent certification preferred.

The successful candidate is required to obtain an acceptable state and federal criminal background check, along with Pennsylvania child abuse clearance verification. Bear Creek Community Charter School is an Equal Opportunity Employer.

A complete job profile, detailed listing of the essential functions of the position, and Standard Pennsylvania Teaching Application is available online at [www.bearcreekschool.com](http://www.bearcreekschool.com) – Employment.

Application packages should be received no later than June 30, 2017.

Relocation assistance may be considered.

All applications will be held in strict confidence. Please submit a letter of interest, current resume and employment application to:

Bear Creek Community Charter School  
Attention: Human Resources  
30 Charter School Way  
Bear Creek Township, PA 18702

E-mail: [info@bearcreekschool.com](mailto:info@bearcreekschool.com)



## Literacy Specialist Job Profile

**Reports To:** Director of Curriculum & Instruction

**Base Wage:** Dependent Upon Experience

**Status:** Full Time – Eleven Month

**FLSA:** Exempt

**Created:** June 19, 2017

**Revised:** N/A

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### Position Summary

The Literacy Specialist champions school-wide literacy initiatives, while providing leadership, coordination, collaboration and innovation in reading and writing instruction, so that each student achieves the maximum benefit from the school's English Language Arts curriculum. The Literacy Specialist provides proactive leadership to engage all stakeholders in the delivery of programs and services to support students' academic achievement, while advocating the school's mission and core values, and promoting "The Bear Creek Experience."

### Essential Functions

1. Consistently promote and uphold the school's mission and core values.
2. Maintain effective communication with students, staff, and parents to elicit support, address concerns and to seek perceptions and ideas for the school improvement.
3. Provide direct instruction to students in the areas of reading and writing, individually or in small groups, to enable students to develop appropriate literacy skills; with an emphasis on emergent, beginning and transitional readers.
4. Coordinate the identification of age-appropriate literature for use in all content areas in support of the curriculum.
5. Coordinate the assessment of students using a variety of measures to determine appropriate placement and specific instructional needs.
6. Collaborate with classroom teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future needs.
7. Assist classroom teachers with the identification of instructional materials required to meet student needs.
8. Participate in collaborative instructional planning.
9. Participate in parent conferences and provide instructional suggestions.
10. Maintain a comprehensive inventory of instructional materials and resources; coordinate the requisition and acquisition of additional resources annually.

11. Recommend and initiate high-quality professional development for teachers and paraprofessionals needed to implement a rigorous English Language Arts curriculum as well as various instructional programs and practices. Collaborate with the School Leadership Team to develop and implement high-quality professional development opportunities for staff.
12. Model and coach instructional methods in a variety of settings (whole and small group) and provide follow-up support.
13. Coach and support teachers in best practices for literacy instruction.
14. Provide ongoing training and follow-up in the use of assessment tools.
15. With the input of students, parents and staff, organize and execute parent involvement activities that enhance the school's educational program and promotes "The Bear Creek Experience."
16. Complete and submit required reports to school leadership, the Board of Trustees, and local, state and federal agencies at required.
17. Serve as the School's primary liaison with third parties regarding literacy and English Language Arts initiatives.
18. Attend required meetings and serve, as appropriate on committees.
19. Assist with the dissemination of appropriate information regarding school policies, procedures and programs to applicable stakeholder groups.
20. Understand and communicate current developments in education areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations. Maintain knowledge of current academic standards and instructional strategies.
21. Collaborate with the School Leadership Team to complete teacher observations, performance evaluations and providing ongoing professional feedback. Support a culture of continuous learning and improvement.
22. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
23. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
24. Work to avoid the appearance of any conflict of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
25. Adhere to the Staff Handbook, school procedures and protocols local, and all local, state and federal laws.
26. Effectively utilize technology and/or electronic equipment to support the fulfillment of responsibilities.
27. Perform any other duties and responsibilities as assigned, and not otherwise prohibited by law or regulation.

## **Minimum Qualifications**

The minimum qualifications or standards required to perform the essential job functions are:

1. A bachelor's degree in a related field; an advance degree is preferred.
2. Three years' successful teaching or prior job related experience with increasing levels of responsibilities in school setting.
3. Appropriate Pennsylvania teaching certification required; Reading Specialist PK-12 or equivalent certification preferred.
4. Knowledge and understanding related to the Standards for Reading Professionals (Revised 2010) as promulgated by the International Literacy Association.
5. Knowledge of the Pennsylvania Core Academic Standards and best practices relating to Reading, Writing and English Language Arts.
6. Demonstrated knowledge of various English Language Arts curriculum and techniques necessary to integrate curriculum; effective instructional practices including remedial reading support; and the ability to provide instruction targeting multiple intelligences.
7. Successful demonstration of skills required for effective leadership, conflict resolution, management of students and programs, communication, problem solving, organization, and the ability to motivate people.
8. Demonstrate strong self-confidence, integrity and good moral character.
9. Exhibit a personality that demonstrates interpersonal skills that relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Ability to obtain the appropriate state and federal background checks and clearances acceptable to the school and required for ongoing employment in a public school setting.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
15. Meet such alternatives to the above qualifications as the Chief Executive Officer may find appropriate and acceptable.

## Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.

Core Competency	Description/Characteristics
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; arranges information in a useful manner; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues everything with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks; can be counted on to exceed goals.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Orientation	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.
Technical Skills and Learning	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.

## Other

The Literacy Specialist must be physically able to exert up to 250 pounds of force occasionally, and/or a negligible amount of force constantly to move or restrict persons or objects. He/she must occasionally lift and/or move up to 25 pounds.

While performing the functions of this job, the employee is occasionally exposed to cold, heat, and outdoor weather conditions.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit, reach with hands and arms; and is occasionally required to climb or balance, stoop, kneel, or crouch.

Employee must be willing to work additional hours/overtime as requested, including after-school activities.

Employees must be able to drive or otherwise successfully transition to and from off-site meetings and activities. A valid Pennsylvania Driver's License and clean driving history is required.

The position requires the ability to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to students, staff members or other stakeholders.
- Read a variety of correspondences, manuals, journals, etc. Requires the ability to make presentations, provide instruction, prepare reports, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety information in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Record and deliver information, to explain policies and procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently at a variety of levels, with students of various age groups and abilities, along with parents and other professionals.
- Utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.
- Coordinate hands and eyes rapidly and accurately in using computer and other equipment.
- Handle a variety equipment. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Talk and hear. Talking includes, but is not limited to, expressing or exchanging ideas by means of spoken words. Hearing includes, but is not limited to, perceiving nature of sounds by ear. Must be able to communicate via telephone, as well as e-mail and in person.

**Disclaimer**

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.