



<b>Title:</b>	Literacy Specialist/Project Director
<b>Reports to:</b>	Assistant Superintendent for C&I
<b>Terms of Employment:</b>	12 Months

**Qualifications:** North Carolina Certified with Reading Endorsement

**Supervises:** Summer Literacy Facilitators

**Essential Job Functions:**

1. Coordinate the day-to-day implementation of the BRICK IAL Project
  - Implementation of a comprehensive literacy program as outlined in the proposal
  - Create and maintain an environment conducive to learning that engages and inspires all students to read
2. Lead all literacy professional development and coaching efforts
  - Provide literacy curriculum support and training for all teachers and DIFs
  - Model and coach instructional methods in various settings (i.e., community, school)
  - Coach teachers and DIFs on the use of assessment data to plan instruction, analyze results and use it to plan for future literacy needs
  - Identify external PD providers based on school and teacher needs
3. Ensure effective collaboration
  - Serve as a liaison between the classroom and the district office on literacy needs
  - Facilitate communication with parents and program partners
  - Create and maintain BRICK Youtube channel
4. Coordinate activities
  - Facilitate Family Outreach Literacy Events
  - Organize the Book Drive and Book Distribution Component
  - Coordinate summer and afterschool programming
  - Collaborate with Media Specialists and Instructional Technology Director for purchasing equipment
5. Provide project oversight
  - Adherence to all grant requirements and ensure fiscal accountability
  - Ensure proper data collection and review of data for continuous improvement
  - Communicate with the external program evaluator as needed
  - Submit required reporting in a timely manner
  - Manage timeline so that implementation is on time and within budget
6. Other Duties as Assigned