

**Qualifications:**

Valid Ohio Teaching License. Master's degree, reading endorsement preferred  
 Five years of experience on literacy content. (Pre-3 preferred).  
 Knowledge of content and methodology or reading instruction, and literacy development.  
 Knowledge of using assessment data to inform instruction.  
 Knowledge of high quality instructional strategies for effective literacy instruction  
 Knowledge of using assessment data to inform instruction.  
 Knowledge of adult learning strategies in developing high quality professional development in field of reading and data literacy.  
 Ability to share information, strategies and collaborate with teachers and administrators.  
 Ability to develop and maintain positive relationships.  
 Organizational skills, strategic planning skills and efficiency in developing and meeting Timelines.

**Reporting To:**

Superintendent

**Job Goals:**

Provide professional development in data analysis, select appropriate materials and interventions and, provide vertical and horizontal alignment with the Ohio Learning Standards. Will also extend his/her own knowledge and skills with continued professional learning and membership in available communities of practice, including collaboration with the Regional Data Lead and School State Support Teams.

**Performance Responsibilities:**

1. Work collaboratively with administrators, teachers and school support staff in developing and maintaining high quality programs of instruction and intervention based on the "science of reading."
2. Provide high quality professional development collaboration and support in areas of data analysis, curriculum alignment, choosing resources and materials and classroom management of time and activities and best practices for whole group, small group and individual instruction. Ensures the needs of students with disabilities and other students at risk are included in district plans for school improvement.
3. Assist districts in curriculum alignment, horizontally and vertically.
4. Supervise and monitor the work of the Teacher Literacy Leaders throughout the county providing professional development and support activities that can be taken back to the districts.
5. Serve as the expert in Allen County on Dyslexia. Advise the districts on compliance with the State of Ohio Laws on dyslexia testing and interventions.
6. Serve as liaison between ODE and the member districts communicating new information and new mandates and assist the districts in alignment with new and existing laws and mandates.
7. Provide communication to the Allen County community when appropriate including District leaders, Community partners and interested.
8. Lead an Allen County Literacy Network of Reading and Language Arts collaboration, providing ODE updates and professional development.

9. Be available for literacy questions and support in areas of concern to specific districts.
10. Serves as a consultant to staff committees and team meetings (e.g., program planning/evaluations, crisis prevention/intervention, etc.) as time permits.
11. Consults with parents when requested (e.g., telephone calls, conferences, etc.).
12. Reports evidence of suspected child abuse as required by law.
13. Consults with appropriate professionals to ensure quality services are provided to all hearing-impaired students.
14. Pursues personal goals to improve future performance. Participates in a variety of activities to keep current with innovations in hearing intervention programs.
15. Prepares and presents information on program activities at public meetings.
16. Performs other specific job-related duties as directed.

**Physical/Mental/  
Work Hazards**

Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.

**Travel  
Requirements**

Travel to school buildings, city/state agencies and professional meetings as required.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

**March 2022**