



*An award-winning EL Education School in Washington, DC*

### **Lower School Literacy Specialist**

Capital City is looking for a dedicated & talented Lower School Literacy Specialist that can provide expert attention to the needs of students in the area of literacy. This work is done through coaching teachers around best practices in literacy instruction and targeted small group instruction with students. The Literacy Specialist supports teachers in the implementation of effective literacy instruction through consult, modeling of best practice instruction, support with data collection and analysis and professional development. The Literacy Specialist works closely with the Instructional Coach and Principal to identify student needs and develop plans for support. The Literacy Specialist reports to the Principal.

This is a 10-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

The many and varied responsibilities of the Literacy Specialist include:

- Provide leadership role in the area of literacy instruction for the school and school community.
- Provide literacy/reading intervention and instruction to individual and small groups of students in grades K-4 using Leveled Literacy Instruction (LLI) and other interventions.
- Train other staff, as needed, in implementing Leveled Literacy Intervention or other intervention instruction. This includes implementation of lessons as well as data collection, tracking and use in planning next steps for students.
- Guide and assist staff with the collection, analysis and utilization of student literacy data for placement in intervention programs and progress monitoring.
- Support teachers in assessing the strengths and needs of students within literacy, and use the results to plan and implement an effective literacy program for their students.
- Assist in coordinating a school-wide literacy program that meets the needs of all students in collaboration with the building Principal, Early Childhood Director, Instructional Coach and teaching staff.
- Serve as a resource for teachers by demonstrating and suggesting strategies, ideas or materials that can enhance instruction and support students who are at risk of not meeting academic standards.
- Provide and facilitate professional development workshops, model strategies or techniques and teach demonstration or collaborative lessons in the classroom to support teachers in meeting the needs of struggling readers.
- Participate in Child Study Team meetings for students in need of literacy interventions.

- Participate in Academic and Inclusion Consult meetings when literacy instruction or literacy data analysis is being discussed.
- Coordinate and communicate regularly with the Administrative Team on the literacy program activities and student progress.
- Alongside the Instructional Coach, provide training and guidance to new staff members on literacy instruction and assessment best practices.
- Alongside the Principal and Instructional Coach, select and requisition instructional materials and book collections that align with the school's literacy program.
- Maintain an in-depth knowledge of best practice, common core aligned literacy instruction.
- Confer with the Principal and Instructional Coach about the needs of the literacy program.
- Recommend and support at-home strategies for families to support literacy growth.
- Perform other duties as needed and assigned by the Principal.

**At least two of the following are required:** Bachelor's degree in education or field of instruction, 2+ years of full-time teaching experience in ELA/Humanities/Literacy, standard teaching certification. Candidates should be extremely knowledgeable about teaching literacy and should be evident through previous experience. Candidates should also have: a commitment to meeting the needs of a diverse population, experience working in urban environments, strong knowledge of pedagogy and experience teaching a balanced literacy approach, proven ability to work as a member of a team, strong leadership capabilities, and a commitment to their own learning.

**Compensation and Benefits:** Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package

**To Apply:** Email your resume and letter of interest to [capitalcityjobs@ccpcs.org](mailto:capitalcityjobs@ccpcs.org). Please include the position title "Lower School Literacy Specialist" in the subject line of your email. Visit our website at [www.ccpcs.org](http://www.ccpcs.org) for additional information about our organization.

**About Our School:** Capital City was founded in 2000 and now serves 993 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model ([www.elschools.org](http://www.elschools.org)). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

***Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.***