



JOB DESCRIPTION: Language and Literacy Specialist

Organization Background:

ICEF Public Schools is a nonprofit charter school management organization serving communities in the South Los Angeles area. ICEF Public Schools operates high-quality, tuition-free, public charter elementary, middle and high schools. ICEF's vision is to transform South Los Angeles into a stable, economically vibrant community by providing first-rate educational opportunities. ICEF's mission is to prepare all students to attend and compete at the top 100 colleges and universities in the nation.

Position Description:

The Language and Literacy Specialist will work closely with the Home Office Instructional Team, School Site Directors, School Site Instructional Specialists, and teachers to provide professional development related to reading and writing instruction, reading intervention, reading across the content areas and English Language Development for English Learners.

The Director must take a hands-on approach to improving instruction and effectiveness by working at various levels (classroom-, school-, system-wide) to directly support instruction, intervention, English Language Development and the transition to Common Core Standards. This will include working with school site Directors to develop a robust Response to Intervention program, analyze students' Lexile levels, develop the Master Plan for English Language Learners, model lessons in classrooms, help teachers plan instruction, create system-wide policies and procedures, and facilitate and lead professional development.

Reporting:

This position reports to the Director of Common Core and Literacy.

Essential Functions:

- Collaborate with ICEF Home Office Instructional Team to plan and deliver pre-service summer professional development for new and returning staff members aligned to high priority initiatives and outcomes in the area of literacy and the Common Core
- Support the development of high-quality/effective literacy instruction in ELA, History/SS, Science and the Technical Subjects in all schools, grades K-12, including observing and coaching teachers to improve instructional planning, teaching practice, and the use of data, assessment, and instructional technology
- Collaborate with School Site Instructional Specialists and Directors to support and implement a comprehensive Response To Intervention model
- Work with ELA cadre leaders and teachers to refine and develop common standards based pacing plans, mid-year, and end of year common assessments for each grade level.
- Work with various teams (administrators, teachers, cadre leaders) to facilitate analysis of data provided by diagnostics, common assessments, and formative assessments
- Provide training to Directors and School Site Staff in the areas of English Language Development and ELD/ELA Common Core Matrix
- Collaborate with schools to monitor ELL Levels, administer the CELDT in a timely manner, and reclassify students when needed
- Act as cadre leader in the event there is no qualified applicant
- Work with CMO and school administrators to develop policies and school structures that incorporate Common Core teaching strategies in ELA, History/Social Studies and the Technical Subjects

- Continuously monitor, track and analyze student achievement data in order to identify needed supports and strategies for all students

Specific Qualifications:

- Masters Degree in Reading and/or Reading Specialist Credential or Certificate
- A Valid Clear California Professional Teaching Credential
- Reading Specialist Credential or Reading Certificate required
- Experience working with adult learners, coaching teachers, and delivering professional development
- A deep understanding of theories of literacy, including the diagnostic teaching of reading, reading intervention, adolescent literacy, Guided Reading, and English Language Development
- Experience with administering and interpreting results from various reading assessments, such as the Development Reading Assessment 2, the Qualitative Reading Inventory-5, Fountas and Pinnell Benchmark System, the CORE Reading assessment, the Scholastic Reading Inventory or others, as well as using the results to determine instructional implications
- An understanding of the California Standards for ELA, the Common Core Standards, the Smarter Balanced Assessment Consortium, and researched-based best practices in curriculum design and instruction
- At least 5 years of ELA teaching experience in an urban school setting, serving low income and minority students
- Strong record of helping students achieve academic success, primarily with minority and low-income students
- Significant experience with ELA and ELD curriculum development and daily lesson planning, including familiarity with the California ELA/ELD Common Core Matrix
- Multi-faceted, multi-skilled, resourceful self-starter willing to do whatever it takes to help ICEF students reach a level of academic excellence
- Excellence in time management, taking initiative, and follow-through

General Qualifications:

- Must believe in and live out ICEF's Core Values
- Must ensure achievement of ICEF's mission
- Must have an unwavering belief that all students can learn and achieve success in school
- Must have excellent communication skills, both oral and written, with the ability to foster positive working relationships.
- Must be able to interact with stakeholders at all levels (including all staff, parents, students, and community members) in a respectful manner and provide excellent customer service
- Must be able to work collaboratively in a team environment
- Must have a working knowledge in using Microsoft Office products including Word, Excel, PowerPoint (or pages, numbers, and keynote if using Apple/MAC products)
- Must have strong organizational, problem-solving, and time-management skills
- Must attend and participate in ICEF staff meetings as required
- Must attend and participate in ICEF training programs as required
- Must have reliable and insured transportation
- Must be able to travel between schools and the home office as required as a condition of employment
- Must have a valid California Driver's License.
- Must show proof and maintain a clear TB Clearance
- Must undergo and maintain a clear DOJ and FBI Clearance
- Must provide documentation of eligibility to work in US

Salary:

Commensurate with Experience

Benefits

Medical, Dental, Vision and 403B available

To Apply:

Please visit **<http://icefpublicschools.appone.com>** to complete an online application. Only complete applications that meet minimum job requirements will be considered. For additional questions or information, please contact Kesia M. Irvine, Director of Human Resources at kirvine@icefps.org.

Application Deadline:

Applications will be accepted on a rolling basis until positions are filled.

ICEF is an Equal Opportunity Employer