



BTG Literacy Specialist Job Description

Reports to: Director of Intervention

Exempt/Non-Exempt: Exempt

POSITION SUMMARY/OVERVIEW

The Literacy Specialist will be responsible for teaching in the literacy intervention program during the school day at Dr MLK Academy School in Sausalito Marin City School District. The literacy specialist will work with K-5 students. The program runs during the regular school year from mid-August through early June, and then for six weeks during the summer. This role will include collaborating with BTG staff, Dr. MLK faculty and administration, directly working with students, and tracking and analyzing student data and progress.

MINIMUM QUALIFICATIONS

- **Education**
 - Bachelor's degree
 - Multiple subject credential preferred
 - Masters or advanced degree preferred
 - Specialized training in literacy preferred

- **Related Experience**
 - Teaching young children
 - Working as a literacy specialist, reading coach, or other similar roles
 - Working in diverse educational settings

- **Knowledge, Skills, and Abilities**
 - Microsoft, G-Suite, Slack, and Salesforce applications
 - Data analysis
 - Latest science on how children learn to read

- **Licenses & Certifications**
 - Mandated reporter training
 - Livescan and TB clearance

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

LEADERSHIP COMPETENCIES

While all competencies are important, the following competencies are critical to the deliver successful outcomes/results in this position:

Inclusion

- Values all people for their unique talents while promoting org-wide the importance of diversity and the significance of being an inclusive organization.

Relationships

- Builds supportive and collaborative relationships with both BTG and school district colleagues that enhance BTG's impact on the community we serve.

Communication

- Listens and expresses self effectively to provide a mutual understanding of the needs of the staff, partners, and stakeholders.

Developing Others

- Guides and supports others with tools and feedback to strengthen knowledge, skills, and competencies that build strong organizational performance.

Emotional Maturity

- Demonstrates effective interpersonal skills.

Change Management

- Leads self and others through change by providing direction and guidance to adapt to new opportunities, challenges, and organizational shifts.

Self-Development

- Seeks and utilizes new learning opportunities and resources to build and strengthen staff and personal performance.

ESSENTIAL FUNCTIONS

- Direct instruction of students - 70%
- Collaborate with school district and BTG teachers and administrators on program design, refinement and implementation - 20%
- Written deliverables and data analysis (report cards, newsletters, data entry) – 10%

MEASURED RESULTS

The effectiveness of this position should be measured by:

- Student and parent/caregiver satisfaction
- Teachers express confidence in program's ability to support the students who are reading below grade level
- Percentage of students increase their reading on grade level, as measured by Fountas + Pinnell, DIBELS, MAP and other instruments.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This job description is not meant to be all-inclusive. This job description is not a written or implied contract.