

Chase Moore

**Beaumont Unified School District
JOB DESCRIPTION**



Jennifer Castillo (Jun 3, 2025 12:26 PDT)

TITLE: Literacy Specialist **CLASSIFICATION:** Certificated

REPORTS TO: Director of TK-12 Programs and/or Designee **SALARY SCHEDULE:** 103

WORK YEAR: 197 days

GENERAL DESCRIPTION:

Under the general direction of the Director of TK-12 Programs and/or designee, the Literacy Specialist collaborates with administrators, classroom and intervention teachers, special education staff, and other District personnel to implement high-quality literacy instruction aligned with District-adopted programs. The Literacy Specialist focuses on supporting all students, with particular attention to those requiring additional assistance in achieving literacy proficiency.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provides leadership in the development and implementation of instructional improvement efforts for the purpose of raising achievement for all students, including meeting with department chairs and grade level teams to assist in implementation of the District-adopted literacy curriculum; **E**
- Plans, demonstrates, coaches, and co-teaches alongside classroom teachers to support effective literacy instruction;
- Assists teachers in developing curriculum-based assessments and instruction, including both formative and summative approaches; **E**
- Reviews and analyzes assessment data to identify students struggling with literacy achievement and communicates findings to site and District administrators; **E**
- Coordinates support services for students who are not meeting literacy standards; **E**
- Develops and implements academic interventions using research-based literacy practices; **E**
- Monitors and evaluates intervention programs, student progress, and overall literacy achievement; **E**
- Communicates with District staff and educational partners regarding English Language Arts (ELA) standards and rate of progress;
- Collaborates with District staff and administrators to align and improve literacy intervention programs; **E**
- Communicates with District staff and parents/guardians regarding literacy standards and student progress; **E**
- Collects, compiles, and disaggregates data, linking findings to instructional practices that support student learning; **E**
- Supports literacy intervention teachers in differentiating instruction based on ongoing assessment data; **E**
- Documents interventions and student progress in District data systems to inform instruction and improve student outcomes; **E**
- Collaborates with District staff to define instructional goals, objectives, and methods aligned with District requirements; **E**
- Assists in the recruitment and selection of literacy intervention teachers; **E**
- Plans, develops, facilitates, and conducts professional learning opportunities for grade-level teams and site staff; **E**
- Serves as a resource for effective instructional strategies and literacy materials;
- Organizes and participates in District-wide professional development trainings;
- Adheres to the certificated collective bargaining agreements;
- Performs job assignment safely for the purpose of protecting people and property; **E**
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

E = Essential Function

JOB REQUIREMENTS/QUALIFICATIONS:

Credentials and Education:

- High school diploma or equivalent to completion of the twelfth grade;
- Bachelor's degree from an accredited college or university, preferably in education, literacy, or related field;
- Master's degree from an accredited college or university, preferably in education, literacy, or a related field, preferred;
- Clear California Teaching Credential for K-12 settings.

Experience:

- Three (3) years of classroom teaching experience;
- Two (2) years of leadership experience in a professional learning capacity in literacy, preferred;
- Prior training in literacy, preferred.

Licenses, Certifications and Testing:

- Pass a pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver's License during the course of employment and be insurable by the District's liability insurance carrier.

Knowledge and skills of:

- TK-12 District-adopted literacy programs and initiatives;
- Best practices in literacy instruction, research-based approaches for literacy intervention, professional development, and literacy training;
- Principles and practices of administration, supervision, and training;
- Applicable laws, codes, regulations, policies and procedures;
- Standard office equipment and computer applications including Microsoft Office and Google environments, with expertise in Excel, PowerPoint, and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter, and report writing.

Ability to:

- Demonstrate an understanding of the California Standards for the Teacher Profession;
- Motivate stakeholders to implement District vision, Board priorities, and District goals;
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders;
- Model District standards of ethics, confidentiality, and professionalism;
- Have a high tolerance for ongoing stressful situations;
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District, and apply them with good judgement in a variety of situations;

- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Learn and support new and fast-changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Number of Hours				
	0-2	3-4	4-5	6-8	N/A
1. Mobility		X			
2. Use of depth perception and ability to focus		X			
3. Standing, walking		X			
4. Sitting		X			
5. Twisting, stooping, bending over	X				
6. Crawling, climbing	X				
7. Reaching overhead-above the shoulders	X				
8. Crouching, kneeling, and balancing	X				
9. Pushing or pulling	X				
10. Lifting or carrying up to 50 lbs.	X				
11. Hearing acuity for conversations or other sounds		X			
12. Use of voice in face to face conversations or during telephone conversations		X			
13. Gross muscle use of arms and legs	X				
14. Handling, grasping, and feeling objects	X				
15. Repetitive use of dominant hand			X		
16. Fine dexterity with both hands			X		
17. Exposure to stairs, ramps or uneven ground	X				
18. Working around equipment and machinery having moving parts and generating heat					X
19. Contact with toxic substances					X
20. Exposure to dust, gas, or fumes					X
21. Work in varied temperatures	X				
22. Operating a motor vehicle	X				
23. Use of a ladder	X				
24. Subject to frequent interruptions			X		
25. Viewing a computer monitor		X			
26. Contact with distraught or abusive individuals		X			