



Little Rock School District

JOB DESCRIPTION

Position Title: Director of K-12 Literacy

Prepared Date: 01/18/2022

JOB GOAL:

Oversee the creation, development, implementation, and support for all district literacy initiatives Pre-K through 12. Under general supervision, the employee performs a variety of administrative tasks in coordinating the successful implementation of reading and English Language Arts program including dyslexia intervention in a learning environment that includes a guaranteed and viable curriculum and instructional pedagogy advancing student performance in K-12 Literacy.

TERMS OF EMPLOYMENT:

Eleven (11) month (220 day) contract, Pay 802 Grade 24, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**
Non-Exempt

QUALIFICATIONS:

1. Valid Arkansas teacher's license in Elementary Education or 7-12 English required. Preference will be given to candidates holding a Reading Specialist certification. Master's degree in Reading, Curriculum, or related field.
2. Certification as a Curriculum Administrator P-12 (Arkansas licensure code 239, 280, and /or 441).
3. Minimum of five years of successful teaching experience; demonstrated expertise in literacy assessment and interpretation of data, identification and implementation of literacy interventions, and use of researched-based literacy practices. Plus, three years of experience in a leadership position (department chair, coach, curriculum specialist, coordinator, supervisor, director, etc.).
4. Experience in writing curricula and integrating literacy across the curriculum; understanding of literacy development of children with dyslexia, conducting professional developments for teachers, using data to identify instructional and programmatic needs.
5. Demonstrated success of working with adults in collaborative roles with diverse student populations, creating curriculum to create equity to meet the needs of various sub-populations. Evidence of strong interpersonal skills including strong oral and written communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not



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intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Works in conjunction with other district departments to facilitate and support literacy development and implementation across all programs.
2. Ensures district-level personnel, teachers, and principals are familiar with any changes to Arkansas Course of Study regarding K-12 literacy programs.
3. Designs and oversees the development of curriculum to support K-12 Literacy.
4. Collaborates with colleagues to develop assessments of/for student learning.
5. Works closely with administration to ensure best practices in K-12 Literacy including dyslexia intervention programs and student accommodations.
6. Assists in hiring and assignment of candidates K-12 as requested.
7. Monitors individualized learning plan data and data tracking systems to ensure that students are moving systematically toward high school, college and career readiness by established benchmarks.
8. Reviews needs assessments to determine short and long range projects related to curriculum, schedule, infrastructure, evaluation, communication, policies, professional development, and other areas.
9. Coordinates curriculum, programming and budget with LRSD Administrative team.
10. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent



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unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.