

City of Fort Worth, Texas Job Description

Classification Title	Literacy Support Specialist		
Job Code:	PT5450	Job Family:	Part-Time
Pay Grade	n/a	Date Reviewed:	12/15/2022
FLSA Status	Non-Exempt	Date Revised:	04/14/2023

GENERAL SUMMARY

Provide instructional support and high-quality education instruction that will enable all children to meet the state student performance standards through research-based literacy strategies; professional development, coaching, tutorials, computer-aided instruction, extended-learning opportunities, and/or parent involvement programs, activities, or strategies in collaboration with the Read Fort Worth Program.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provides intervention and targeted instruction to support students in Reading and English Language Arts and develop the literacy skills needed to 1) learn to read, 2) read to learn, and 3) comprehend.
2. Works collaboratively with program staff, to support student achievement and progress in reading.
3. Evaluates student achievement; helps with placing student in appropriate reading intervention and support services.
4. Collaborates with program staff individually to identify the literacy needs of students, to set learning goals and targets, and to problem solve in order to develop best practices for continuous academic growth of students in literacy.
5. Maintains and submits accurate and up-to-date management records of all students' progress.
6. Plans and develops special reading projects for youth; assists with planning according to data and assessments.
7. Provides intensive support for program staff and students; discusses data results with students and parents.
8. Monitors and evaluates the quality, responsiveness, efficiency, implementation, and effectiveness of assigned programs, methods, and procedures; works with personnel on the continuous improvement of programs and services.
9. Performs other related duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Current teaching methods and educational pedagogy, as well as differentiation of instruction necessary to create effective and productive student-centered learning environments.
 - Content facts, concepts, theories, and principles that are being taught and learned (such as tier instruction).
 - Reading, writing, and literacy development; and up-to-date learning strategies and resources.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Customer Service.
 - Public Speaking.
 - Delivering Presentations.
 - Computers and applicable software.
 - Organization and time management.
 - Interpersonal relations.
 - Providing instructional support.
 - Analyzing trends in education.
- **Ability to:**
 - Maintain appropriate certifications as necessary.
 - Identify problems and make recommendations for improvements.
 - Direct and organize program activities.
 - Aggregate and analyze student outcome data, gaining insights, and communicating those insights to appropriate staff.
 - Communicate clearly and effectively, both oral and written forms.
 - Establish and maintain cooperative working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university in Education or a related field and three (3) years of experience as a classroom teacher, curriculum/assessment development, and/or instructional leadership.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

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

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.