

## Literacy Specialist

**Reports to:** Director of Curriculum and Instruction

**Employment Status:** Full-Time, Exempt

Momentous Institute is a not-for-profit organization with a ninety-year history of serving children and families. Momentous School is an accredited laboratory school educating 248 inner-city children from three years of age through fifth grade. The school has a proven track record of excellence, demonstrating that children living in urban and low-income settings are capable of remarkable achievements when participating in a true community school.

**Role:** The Literacy Specialist will be an innovative educator who is passionate about encouraging all students to become skillful, enthusiastic readers and empowering all members of the teaching community in becoming more skilled at effective literacy instructional practices.

*At Momentous School, our mission is to partner with students and families to leverage SEH and strong academics to cultivate a community of Changemakers.*

### **Actions and Responsibilities:**

#### Instructional Partner

- Partners with classroom teachers to provide effective instruction enabling students to develop literacy skills
- Provide direct instruction in the areas of reading and writing for identified groups and individual students, with an emphasis on emergent, beginning, and transitional readers.

#### Literacy Leader

- Implement a comprehensive literacy program through coaching, supporting, and guiding teachers in best practices for literacy instruction
- Provide curriculum support and training for all teachers and continuous professional learning that supports literacy initiatives.
- Collaborate with and coach teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs
- Provide ongoing training and follow-up in the use of assessment tools.
- Select instructional materials to meet student needs.
- Participate in collaborative instructional planning.
- Assess students using a variety of measures to determine appropriate placement and specific instructional needs.
- Conduct classroom visitations and provides feedback to teachers and administrators on the school's literacy program.
- Participate in parent conferences and provide instructional suggestions.
- Remain grounded in content standards and objectives to facilitate integrated and concept-based instruction.
- Perform other duties as assigned.

### **Qualifications**

- Bachelor's degree from an accredited university in a directly related field; Master's degree preferred.
- Valid teaching certification in ELAR; endorsement in English as a Second Language preferred.

- Knowledge of the TEKS and the curricular support resources, including but not limited to Units of Study and Leveled Literacy Intervention.
- Five to seven years of directly related experience, including a minimum of three years of education experience.
- Fluency in Spanish. **(Highly desired)**
- Commitment to ongoing education/continued professional learning.
- Depth and breadth of knowledge and experience in elementary education, social emotional learning (SEL), Understanding by Design (UbD), and Project-Based Learning (PBL).
- Collaborative, respectful, collegial, engaging, and responsive with children and adults.
- Enthusiastic and energetic about literacy.
- Experience in developing successful professional learning for teachers.
- Committed to equity in reducing barriers provoked by culture, economy, and race.

**The ideal candidate will exhibit Momentous Institute’s core values:**

Commitment, Cultural Humility, Innovation, Respectfulness, Stewardship

**Physical Demands:**

- Moving about to accomplish tasks both in indoors and outdoors spaces.
- Requires to constantly communicate with others to exchange information.
- Requires the ability to assess the accuracy, neatness and thoroughness of the work assigned.
- Requires the ability to occasionally lift and moving objects up to 20 pounds.

**Interested:**

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

To apply please submit letter and resume to:

Daniel Knoll

School Principal

[dknoll@momentousinstitute.org](mailto:dknoll@momentousinstitute.org)

[www.MomentousInstitute.org](http://www.MomentousInstitute.org)

***COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)***

Momentous Institute/Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/Salesmanship Club of Dallas maintain hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement
<p><b>No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.</b></p>