

**POSITION: LITERACY CONSULTANT**

**IMMEDIATE SUPERVISOR: FIRST NATION STUDENT SUCCESS PROJECT MANGER/SUPERINTENDANT**

**ASSIGNMENT:**

The Literacy Consultant will provide expertise and support to the teachers and Principals in the five schools of the Battlefords Agency Tribal Chiefs Education unit to the end of facilitating and achieving realistic and demonstrable achievement gains in literacy among students in these Schools.

**TRAINING:**

The Literacy Consultant will have specialty training in the area of concern preferably at the graduate level, along with experience as a school leader of literacy training and development.

**SKILLS, ABILITIES AND PERSONAL ATTRIBUTES:**

The Literacy Consultant will possess or demonstrate the following:

1. Knowledge and understanding of curriculum based teaching, learning and assessment.
2. Facility with reading recovery, and early reading intervention and development methods.
3. Ability to work with and assist classroom teachers and school principals.
4. A commitment to be informed and remain current regarding reading programs and methodologies.

**DUTIES AND RESPONSIBILTIES**

1. At the request of the Director of Education or Designate research educational and administrative literacy needs, and develop suitable reports.
2. In cooperation with school principals and classroom teachers provide curricula/instructional leadership, supervision, and coordination at the school level of the reading/language arts programs.
3. Improve and enrich the classroom instructional program by providing support to teachers through consultation, collaboration, observation, demonstration, planning lessons, providing alternate programs, modeling, coaching, team teaching, and assisting with instructional strategies consistent with the curricula.
4. Give direct support to students /and teachers teaching effective strategies to the whole class, small groups or individuals as required in reading /language arts classrooms.
5. In cooperation with the school special education teacher, educational psychologist, and speech/language specialist, improve and enrich the instructional program by assisting the identification and prescription of individual needs and helping to organize heterogeneous classes and flexible groupings within classrooms; and assist the setting of standard/goals for group and individual achievement.

6. Monitor progress by keeping records and analyzing data for program improvement and student needs.
7. Communicate and interpret standardized and longitudinal data regarding program strengths and weaknesses and student progress to administrators and teachers, initiating action as required.
8. Oversees and evaluate material and resources for teachers necessary to implement curricula and improve instruction.
9. Recommend, plan, coordinate, and conduct in – service training and staff development activities workshops and classroom demonstrations as required.
10. Prepare and facilitate professional growth in schools by scheduling and conducting meetings with the reading teachers through individual meetings, professional learning communities, or as otherwise appropriate.
11. Act as a consultant/coordinator to the principal.
12. Keep BATC Education administrators and school principals informed about reading programs in the schools.
13. Perform additional duties, where appropriate, which are assigned within the scope of employment and certification.
14. Ensure there are culturally relevant materials used within the Language Arts areas.
15. Observe all pertinent Board policies and administrative procedures and maintain strict confidentiality with regard to the affairs of BATC Education, its employees, and students.