



THE UNIVERSITY of MISSISSIPPI

JOB DESCRIPTION

Literacy Teacher

Definition of Class

This position provides expertise at the critical primary years of education for the improvement of student reading abilities. The incumbent is assigned to schools within a school district and serves as the primary contact for the Barksdale Reading Institute, or the Center for Excellence in Literacy Instruction, TELA/NMEC.

Examples of Work Performed

Assists in developing and implementing the school plan.

Provides input into budgeting resources for the implementation of the school.

Monitors budget and expenditures of the school plan.

Provides technical assistance reports and visitation documentation.

Develops training sessions.

Delivers training. Evaluates delivery of module.

Performs teacher in-service activities: utilizes technology to enhance the latest training strategies.

Assists curriculum coordinators, building principals, and teachers during their instructional program revision process.

Assists with appropriate teaching strategies and methodologies of the Mississippi Reading Reform Model.

Assists with appropriate assessment strategies.

Acts as a liaison with collaborative agencies by providing information.

Promotes goals and priorities of the organization in which they are affiliated.

Performs similar or related duties as assigned or required.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Assists schools in improving literacy instruction.
2. Develops and delivers professional development opportunities for teachers in reading and early childhood education.

3. Provides technical assistance to partner schools and partner organizations.
4. Seeks out and actively participates in personal professional development activities.
5. Collaborates with other educational entities in supporting educational initiatives.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is occasionally required to stand; walk; and sit.

Experience/Educational Requirements:**Education:**

Bachelor's Degree from an accredited college or university in Reading, Early Childhood, Special Education, or related field, or a valid teaching license.

AND

Experience:

Three (3) years of experience in reading instruction at the Pre-K through 6 level.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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