Office of Literacy
Angela Sangeorge, Director

School Literacy Consultant Project (FY08)

REQUIRED QUALIFICATIONS AND JOB RESPONSIBILITIES – SCHOOL LITERACY CONSULTANT
Each targeted building is responsible for hiring an individual who meets the required qualifications outlined below. In addition, the Office of Literacy recommends that districts use the outlined job responsibilities for advertising the position to interested candidates.

Required Qualifications:

- Master's Degree in education
- Ohio certification or licensure (Literacy emphasis or reading major is **strongly** preferred.)
- Five (5) years successful classroom teaching experience (or equivalent) within the grade band to be served
- Advanced training in literacy instruction implementation within the last five (5) years (e.g., SIRI, e-Reads courses, additional course work, etc.)
- Technology experience (i.e., on-line management system, email, electronic presentation, etc.)
- Previous experience as a facilitator of successful professional development with adult learners preferred (i.e., SIRI instructor, etc.)
- *Specific to Reading First project:*
    - Reading endorsement applied to an Ohio teaching license

Job Responsibilities:

I. **Leadership**

- Leads and manages school literacy data collection and disaggregation in order to help the Office of Literacy, or its designee, prescribe appropriate literacy products, programs and/or services;
- Informs and assists in the alignment of the building's literacy efforts to Ohio's literacy framework and the state's expanded approach for literacy support;
- Provides customized delivery of state-sponsored literacy professional development aligned to building's needs (including school wide prevention-intervention efforts) and Ohio literacy initiatives;

II. **Accountability**

- Provides progress updates and information that informs building and state stakeholders regarding literacy school improvement planning, implementation and monitoring including weekly meetings with the building principal;
- Ensures delivery of Ohio literacy initiatives aligned to district and building goals as designed in the Comprehensive Continuous Improvement Planning application (CCIP);
- Ensures literacy implementation and impact data are entered into STARS

III. **Support**

- Models, facilitates, and provides training and coaching on high quality literacy planning, instruction and assessment aligned to Ohio literacy content standards.

IV. **Communication**

- Provides information to strengthen coordination and alignment of building and district efforts;
- Collects data and provides feedback to Ohio Department of Education or designee, on effectiveness of Ohio literacy initiatives.