



PRODIGY PREPARATORY SCHOOL FOR BOYS

LITERACY INTERVENTIONIST JOB DESCRIPTION

Reports to: Headmaster and Assistant Headmaster

The Literacy Interventionist is a highly qualified teacher of literacy who works specifically with K - 6th grade students who require strategic and intensive intervention. The focus of the interventionist is to develop a student-centered system of intervention that effectively works to close the achievement gap in literacy. The goal of the intervention specialist is to ensure that the students are able to master grade level standards and curriculum by instructing students who have not met state ELA standards and to coach teachers in interventions that will increase student's understanding of grade level ELA standards based on Common Core Standards.

Academy Objectives

- Teachers may be recruited from school districts and from credential programs throughout the country. The ultimate goal is to compose a staff that reflects the diverse needs of the student population in the Pensacola, Florida area. A well-balanced staff of veteran and new teachers brings accumulated wisdom and innovation to the work environment. All teachers will be facilitating instruction as a professional network utilizing each other's strengths to ensure that the Prodigy Prep student thrives in the educational environment. The objective is to utilize new teaching methods, integrate multiple forms of instruction utilizing the Prodigy Prep approved curriculum while differentiating instruction across multiple academic disciplines.
- In order for student's needs to be best met, all teachers must believe in the mission and vision of Prodigy Prep and must be willing to shape curriculum to meet the needs of all students.

Primary Responsibilities

- To provide strategies for teaching and supporting students in the literacy skills needed to learn to read, read to learn, and comprehend.
- Instruct students in an elementary school from grades K-6.
- Coordinate and facilitate the school's literacy intervention program.
- Collaborate with teachers individually to identify the literacy needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous academic growth of students in literacy.
- Assist teachers with the collection of data, analysis of data results and supports the sharing of findings with all staff.
- Review student achievement and assist with placing students in appropriate reading and



writing intervention and support services.

- Teach targeted literacy intervention to small groups of students daily using research-based strategies and resources.
- Assist students using software and materials related to literacy programs.
- Meet regularly with the classroom teacher to plan literacy instruction that correlates with the individual student's needs or as requested by the classroom teacher.
- Attend professional development to enhance knowledge of pedagogy and content, especially literacy.
- Maintain and submit accurate and up-to-date management records of all students' progress.
- Perform other duties and responsibilities related to literacy as assigned by supervisor.

Physical and Cognitive Requirements

Must be able to:

- operate a variety of equipment including computers, copiers, Smart Boards, and document cameras
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principals of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions



- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations

Minimum Requirements

- Bachelors Degree in Education (Master's Degree in Education preferred).
- Masters in Curriculum and Instruction (highly preferred)
- English/ Language Arts Certification
- Experience as Lead Teacher in the area of ELA (three to five years of experience preferred)
- Strong leadership and collaboration skills
- Experience and training in administering assessments and analyzing data to drive instruction.
- Strong instructional skills inclusive of oral and written communication