



Elgin Independent School District- Job Description

<u>Job Title</u> Early Literacy Program Specialist		<u>Dept./School</u> Administration	<u>Reports to</u> Teaching & Learning
<u>Pay Grade:</u> 4AP	<u>Days:</u> 197	<u>FLSA Status</u> Exempt	<u>Date Revised</u> March 4, 2025

Job Overview: The Early Literacy Program Specialist is responsible for overseeing and implementing the comprehensive literacy professional development program across a school district. This critical role supports educators in developing effective reading instruction strategies aligned with the Science of Teaching Reading and Texas Essential Knowledge and Skills (TEKS) requirements.

Key Responsibilities:

- Coordinate and manage the implementation of the Texas Reading Academies program across multiple campuses within the district
- Facilitate high-quality professional development sessions for teachers and instructional coaches focusing on foundational reading skills
- Monitor participant progress through the Reading Academies coursework and provide ongoing support and guidance
- Ensure compliance with Texas Education Agency (TEA) requirements and program guidelines
- Develop and maintain detailed tracking systems to report participant completion and progress
- Collaborate with district leadership, campus administrators, and instructional coaches to support literacy instruction
- Provide personalized coaching and mentorship to participants throughout their professional development journey
- Analyze district-wide reading assessment data to identify trends and targeted improvement areas
- Develop strategies to address literacy challenges and support teacher growth

Qualifications:

- Bachelor's degree in Education, Curriculum and Instruction, or related field
- Master's degree in Education, Curriculum and Instruction, or related field
- Valid Texas teaching certification
- Minimum of 5 years teaching experience, with preference for elementary literacy instruction
- Demonstrated expertise in reading instruction and the Science of Teaching Reading

- Certified as a Texas Reading Academy Cohort Leader (or ability to obtain)
- Excellent communication and presentation skills
- Advanced project management and data analysis capabilities
- Experience with online learning platforms and professional development tracking systems

Required Certifications:

- Texas Teaching Certificate
- Completed Texas Reading Academies training and certification

Skills and Competencies:

- Advanced knowledge of literacy instruction methods
- Strong interpersonal and coaching skills
- Proficient in data analysis and reporting
- Ability to design and deliver engaging professional development
- Excellent organizational and time management skills
- Adaptability and problem-solving capabilities

Application Process: Interested candidates should submit a comprehensive application including:

- Current resume
- Teaching certification documentation
- Professional references
- Detailed letter of interest explaining their literacy leadership experience

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This position plays a crucial role in improving literacy outcomes across the district by supporting educators in implementing research-based reading instruction strategies.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.