



Leave a Legacy: Make a difference with Achievement Prep

READING SPECIALIST

About Achievement Prep

Achievement Prep is an award winning, high-performing, college-preparatory public charter school network located in Southeast Washington, DC. **Our flagship, Tier 1 middle school campus serves approximately 400 scholars in grades 4-8. Our elementary campus serves approximately 275 scholars in grades kindergarten through third.** Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, in college and beyond. Achievement Prep plans to continue its impact by adding additional campuses over the next three years.

Position Overview

At Achievement Prep, we firmly believe that achieving strong literacy skills is the key to academic success and our Reading Specialist will have a major impact on integrating literacy throughout our school.

Reports to: Mississippi Ave. (elementary) Co-Directors of Academic Achievement OR Wahler Pl. (middle) Director of Academic Achievement

Responsibilities include, but are not limited to, the following:

Curriculum Design, Instruction, and Student Assessment

- Use a variety of effective strategies, analyze instruction, and provide teachers and students with clear, specific information on strategy implementation
- Identify students in need of small group or individual literacy intervention through the use of data
- Provide whole class, small group or individual intervention or acceleration for identified students, including developing lesson plans, curriculum and assessments to monitor student progress and effectiveness
- Help administer the school's identified screening, progress monitoring, diagnostic, and outcome reading measures
- Identify reading curricular resources, innovative ideas, and instructional strategies to ensure student achievement in the area of literacy
- Support teachers on the administration and interpretation of reading assessment data, determining adequate progress or those in need of supplemental or intensive intervention, as well as grouping for core instruction
- Maintain frequent communication with school administrators regarding data on student literacy growth

Professional Development

- Provide resources, organize and lead professional development workshops in collaboration with the Director of Academic Achievement, and offer on-going training to school staff on evidence-based literacy practices
- Coach classroom teachers on the implementation of core, supplemental, and intensive intervention approaches for reading and writing grades 4 to 8 and provide feedback on teacher implementation
- Use data as the basis for instructional decision making and to drive coaching goals/plans for teachers

Partnering with Scholars and Families

- Communicate weekly with scholars, families, and school administrators around academic and behavioral concerns
- Respond promptly by telephone or email to parent questions and concerns
- Attend occasional after-school events such as school dances, potluck dinners, and scholar performances
- Provide literacy report card to scholars and families at the beginning, middle and end of the school year



Building of School Culture

- Frequently communicate the school's mission to children and families
- Adhere to school academic and disciplinary protocols
- Assume additional school-wide responsibilities to ensure a strong scholar culture
- Assume extracurricular responsibilities if desired

Maintenance of Organizational Culture

- Actively pursue professional development opportunities, inside and outside of the school
- Collaborate with teachers and administrators to advance the school's mission

Qualifications

- Bachelor's degree in Reading, Literacy, English, or related field required; Master's Degree preferred
- Achievement of NCLB "Highly Qualified" standard
- Four to six years prior teaching experience in upper-elementary and/or middle school; preference for individuals with experience as a reading teacher or specialist
- Experience and skill as a coach or mentor for adults on literacy related topics
- Excellent communication skills
- In-depth understanding of evidence-based practices for teaching grades K-3 or 4-8 literacy practices and assessing student progress toward achievement of benchmarks