



The Lamplighter School

11611 Inwood Road

Dallas, Texas 75229

214-369-9201 fax: 214-369-5540

Literacy Specialist

Reports to: Assistant Head for Teaching & Learning in Lower School

FLSA Status: Salaried, Exempt

Work Schedule: Full-time; School year

Position Overview:

Under the supervision of the Assistant Head for Teaching & Learning in Lower School, the Literacy Specialist will plan, develop, and implement an effective instructional program to provide targeted enrichment for the Lower School students. The Literacy Specialist will also collaborate with colleagues while maintaining a positive team attitude.

Job Responsibilities:

- Plan, organize, and implement reading lessons that support students in small group and/or one-on-one settings, collaborating closely with classroom teachers
- Provide reading enrichment in small group settings (both in a pull-out and push-in model), allowing students that need additional challenge an opportunity to engage with literacy concepts in a more sophisticated way. Support the extension of skills related to vocabulary building (including etymology), language development, and verbal reasoning
- Support teachers with relevant resources and materials to supplement or enhance reading curriculum
- Communicate effectively with parents, teachers, and administration
- Develop and maintain positive relationships with students, parents, teachers, and administration
- Upon request of a teacher or administration, observe students in literacy class and discuss findings to best support individual student needs
- Attend all required school meetings and public-relations events, including participate in school committees and extracurricular activities as required
- Engage in professional development to stay abreast of current topics in education
- Understand and support The Lamplighter School commitment to diversity and inclusion
- Perform all other related duties as assigned

Education and Experience:

- Master's degree in Education or Reading

- Knowledge and experience teaching ages 5 - 10 years
- Experience/knowledge in elementary level reading instruction and curriculum design

Job Knowledge, Skills, and Abilities:

- Demonstrate thorough knowledge of teaching practices and a commitment to teaching within a caring, highly academic environment
- Ability to teach literacy across grades 1 - 4
- Excellent verbal and written communication skills
- Strong organizational skills
- Knowledge of current trends and research in early childhood learning
- Willingness to work in a collaborative, team-oriented environment
- Familiar with current effective/research-based strategies for using technology

Disclaimer: The job responsibilities outlined in this document are not exhaustive and may be amended at the sole discretion of the Head of School.