

BARNSTEAD SCHOOL DISTRICT
Literacy Specialist / Consolidated Grants Manager

TITLE: Literacy Specialist / Consolidated Grants Manager

QUALIFICATIONS:

- New Hampshire Teacher Certification
- New Hampshire Reading Specialist Certification
- Master of Education in Reading or Curriculum & Instruction K-12
- Reading Recovery Certified
- Demonstrated administrative and grant writing experience
- Three years classroom experience

REPORTS TO: Principal and Business Administrator

TERMS OF EMPLOYMENT: Salary and benefits as established by the Barnstead School Board

EVALUATION: Annual performance evaluation by Principal with written input from Business Administrator.

RESPONSIBILITIES:

- School-Wide Literacy Program Development, Implementation, and Evaluation
- Assists in the development of Reading and Language Arts curriculum objectives.
- Researches and makes recommendations on curriculum development and program innovations.
- Administers reading tests and interprets scores to determine students' instructional levels and placements.
- Diagnoses specific needs and prescribes appropriate programs, materials, and techniques for individual students.
- Maintains programs in which each student is appropriately placed for literacy instruction.
- Consults with teachers to ensure consistency in literacy instruction.
- Assists faculty in selecting appropriate reading and writing materials that meet student needs and curriculum goals.
- Models or conducts workshops demonstrating appropriate teaching methods for teachers and paraprofessionals.
- Member of Literacy Council consults with targeted team.
- Provides reading instruction to students in small groups, one-on-one as in Reading Recovery, and occasionally in whole class environments.
- Insures that Reading Recovery records are maintained and submitted to the state for national reporting.

- Remains current with research and educational courses in literacy acquisition and advancement and Reading Recovery.
- Reports annual results to the State, Superintendent, School Board, and the Barnstead Community.

CONSOLIDATED GRANTS DEVELOPMENT, IMPLEMENTATION, AND EVALUATION:

- Confers with community, faculty, and administration and collects data to establish needs and goals before writing grants.
- Writes, submits, administers, and evaluates Consolidated Grants: Title I, II, IV, VI, and VI (CSR).
- Recruits and hires consultants for workshops that meet the goals of each grant.
- Identifies “At Risk” students using methods required by Title I grant.
- Supervises Title I student pre/post testing, progress reports, and maintenance of student files/portfolios.
- Recommends the hiring of tutors and supervises tutors.
- Meets regularly with tutors and teachers of Title I students and provides teaching strategies and program changes.
- Administers the Title I Summer Reading Camp.
- Purchases materials and books and maintains inventory.
- Conducts Parent Open House and Parent Involvement Activities.
- Keeps open communication with parents and provides monthly newsletter.
- Attends State and Local Project Manager Meetings.
- Maintains current knowledge of program changes and current research through workshops, conferences, and graduate courses.
- Reports annual results to the State, Superintendent, School Board, and the Barnstead Community.
- Responds to corrective action request from DOE in timely manner.
- Supplies/Creates information to the Business Administrator in order to complete Form 1 before September 1.
- Assumes responsibility for compiling, maintaining and filing all reports, records, and other documents legally required or administratively useful for grants.
- Maintains permanent inventory of equipment purchased for grants.

(Adopted: 05/21/02)
 (First Reading: 02/10/09)
 (Second Reading: 03/10/09)
 (Approved: 03/10/09)