

Job Description: Literacy Director

KIPP Tulsa seeks a dynamic and committed educator for the position of Literacy Director (LD). The Literacy Director will be responsible for ensuring that the highest quality curricula are developed across the school, and that the students' learning experiences are exciting, rigorous and helping to prepare them for college prep high school and competitive colleges.

The Literacy Director engages teachers in a professional dialogue about teaching practices in order to improve and accelerate student achievement through quality curriculum and instruction. The Literacy Director is expected to assist classroom teachers and other instructional staff in developing the skills, tools, techniques, and capacity to effectively teach reading and writing to all students.

Reports to: School Leader

Responsibilities of the Literacy Director:***(1) Design, manage, and evaluate the school's literacy program to ensure the greatest student learning:***

- Demonstrates exemplary classroom literacy practice and possesses a deep understanding of literacy theory for the purpose of modeling best practices in literacy and improving student achievement levels.
- Analyzing class, grade-level, and subject area data in school's literacy program and reports findings for the purpose/s of student sharing information with teachers, making informed decisions relative to instructional practices and to implement a school-wide assessment system for monitoring student literacy development.
- Assess skills both initially and on-going of teachers for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement gains
- Evaluate student achievement for the purpose of placing students in appropriate intervention and support services.
- Maintain a variety of manual and electronic files and/or records for the purpose of determining success of literacy coaching on student achievement and evaluating effectiveness of the overall literacy program.
- Prepare a variety of written materials (e.g. lesson plans, scope and sequence guides, classroom materials, reports, etc.) for the purpose of demonstrating best practices in literacy instruction, documenting activities, providing written reference, and/or conveying information.
- Prepare lesson plans, in collaboration with teachers, related to literacy at the elementary level for the purpose of differentiating instruction.
- Create a culture of reading that engages and inspires all students to read, read, read.

(2) Engage teachers in intensive literacy-focused professional development in order improve the quality of instruction, including:

- Lead and participate in on-going and job-embedded professional development (e.g. staff meetings; study groups, demonstration lessons with pre-and post-discussion analysis; workshops; trainings; and seminars) for the purpose of conveying and/or gathering information related to literacy (including reading in content areas, reading and writing skills, pedagogy, coaching and interpretation of assessment results)

(3) Deliver high-quality literacy instruction to high-need scholars, including;

- Working with small groups of students or individuals at all grade levels
- Presenting academic content by employing a variety of instructional strategies

- Serving as the primary teacher for highest-need intervention classes and student groups

(4) Serve as a member of the school leadership team, including:

- Working with the leadership team to problem-solve all major areas of school concern and to plan, short-term and long-term, for school success;
- Listening and responding to problems/concerns identified by teachers, students, and parents and being thoughtful in designing solutions;
- Serving as a role model and guardian of the mission, values, and Core Acts of KIPP Tulsa;
- Contributing to the implementation of our teacher induction program and developing or recommending workshops as appropriate.
- In conjunction with the School Leader, to recruiting, interviewing, and retaining top teachers.

Qualifications:

- Bachelor's degree required, Master's Degree preferred
- At least 3-5 years of teaching experience required upper elementary through 8th grade experience (preferred)
- Significant experience with student data analysis, curriculum development and instructional methodology
- Past experience leading adults in a school environment
- Flexibility and willingness to actively participate in school community including, but not limited to: teaching electives and tutoring students, chaperoning overnight school trips, working with parents and families, being an active part of the north Tulsa community
- Outstanding organizational skills and high attention to detail; outstanding written and oral communication skills
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Proactive problem solver who demonstrates initiative and teamwork
- Strong work ethic coupled with a zestful and passionate approach to one's work
- Commitment to the belief that all students can learn and to the mission of educational equity

Salary & Benefits

This is a full-time, exempt position. Salaries are competitive with the local public schools and regional charter schools. Competitive benefits package includes health coverage (medical, dental, vision), Oklahoma State Teachers Retirement participation, life insurance, and long-term disability.

To Apply:

If you are highly committed to enacting extraordinary change for traditionally underserved students please apply directly online at <http://kipptulsa.org/careers/>. Click APPLY. Then choose the best job you will ever have and complete the application process. KIPP Tulsa's Selection Team will review your resume and application within one week. If KIPP Tulsa decides to invite you for an interview, a member of KIPP Tulsa's leadership team will contact you. If you have questions, do not hesitate to contact KIPP Tulsa at 918-794-8652 or by email at careers@kipptulsa.org.

As an equal opportunity employer, KIPP Tulsa does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.