

School District of Santa Rosa County
Job Description
ESE Self Contained Literacy Intervention

Reports to: School Principal
FLSA Status: Exempt
Department: School Based
Prepared by: Human Resources
Date: May 12, 2022
Job Code: 25211

Primary Duties and Responsibilities (Essential Functions):

- Provide daily intensive reading instruction to students
- Provide opportunities for families to support literacy at home
- Provide Multi-Tiered System of Support for teachers and students
- Assess students using a variety of measures to determine appropriate instructional needs
- Collaborate with teachers on the use of assessment data to plan instruction
- Collect data and monitor intervention groups
- Communicate with faculty and staff with professionalism
- Demonstrate characteristics of an on-going learner
- Access a rich repertoire of instructional practices, strategies, resources and applies them appropriately
- Serve as a reading contact between the Literacy Department and Elementary Schools

Supervision Received:

- Supervisor/s – School Administration

Supervision Exercised:

- N/A

Minimum Qualifications & Skills Required:

- Bachelor's degree or higher from an accredited institution
- Currently hold or is eligible for Florida certification
- Currently hold K-12 Reading Certification or Reading Endorsement
- Currently hold or is eligible for ESE certification

Preferred Qualification and Skills:

- Elementary Education certification

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved compensation plan
- Instructional salary scale

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.