

LITERACY & LEARNING SPECIALIST, Independent Consultant

REPORTS TO:	DIRECTOR OF PROFESSIONAL LEARNING
PRIMARY LOCATION:	REMOTE, LOUISIANA
POSITION TYPE:	Part-time

Summary

The Literacy & Learning Specialist, Independent (1099) Consultant is a well-versed expert, instructional leader, and practitioner who provides literacy leadership on behalf of The Center for Literacy & Learning. Reporting to the Director of Professional Learning, the Literacy & Learning Specialist, Independent Consultant serves as an active participant in delivering robust, expert-level professional development and coaching. This position is essential to maintaining new and existing relationships forged with schools and school districts by providing virtual and onsite support for literacy leaders, aligned with The Center’s core mission. Consultants are scheduled on an as-needed basis at a max of 20 hours per week, paid hourly, ranging between \$45-\$65 per hour. We provide compensation for internal training, contract delivery, reporting, and travel mileage. The schedule is highly dependent on client demand. Professional development and support is scheduled with partners during normal school hours. Peak times of the year include August through March.

Position Responsibilities & Core Functions

- Manage, facilitate, deliver, and support literacy and learning contracts and grant opportunities across all applicable program areas of The Center, including k-12 literacy coaching and early childhood observation and coaching
- Facilitate instruction, mentoring, and coaching; large and small professional learning groups; and model best practices to educators, educational administrators, parents, and other stakeholders
- Cultivate and maintain relationships with statewide clients and partners; discern both their needs and desires regarding research, professional learning, and classroom support
- Facilitate professional development and consulting services around structured literacy implementation in curriculum, literacy assessments, student data, and literacy plans
- Analyze student-level, school-level, and district-level data in an effort to drive decision-making and PD needs
- Provide support to district level, school level, and state level literacy educators
- Coach, model, and mentor educators on evidence-based strategies and methods for literacy instruction
- Provide supports both in person and virtual
- Collaborate with appropriate staff to provide evaluative information and statistics for consumption by the media and general public
- Maintain appropriate data collection, records, reporting, and files on key tasks, activities, and participants as required for clients/agencies
- Keep abreast of current evidence-based literacy research and industry trends and developments
- Be sensitive to the interrelationships of both people and functions within the organization
- Meet weekly with The Center’s Director of Professional Learning
- Fully comply with board-approved policies and corresponding procedures

Qualifications

- Master’s Degree from an accredited educational institution, preferred
- Certification in elementary, secondary, or special education with a minimum of seven (5) years of professional experience of successful classroom experience in an early childhood and/or K-12 setting
- Certification in evidence-based, structured literacy reading instruction, preferred (ex. CERI, LETRS, AIM, CALT)
- Experience in presenting educational training programs with demonstrated knowledge and practice in the areas of early language arts and evidence-based reading instruction

- Knowledge of LDOE, BESE, and local school policies and practices as they relate to teaching early language arts/reading
- Knowledge of child growth and development
- Ability to assess levels of student/teacher/school achievement effectively, analyze test results, and prescribe actions for improvement
- Awareness of diverse learner needs, including cultural and developmental
- Excellent verbal and written skills
- Works well in a fast-paced environment, operating multiple projects simultaneously
- Ability to work independently and communicate effectively

Physical Demands/Requirements

- Flexible work hours depending on operational and programmatic needs, with most falling during the standard workday. Evening and weekend hours may also be required
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community
- Frequent travel required in-state (Louisiana) to fulfill contracts, as needed
- Occasional travel for internal meetings once per year
- Must have reliable, insured private transportation
- Must have a valid Drivers License and up-to-date Insurance
- Must pass an extensive criminal background check