

**FAIRFIELD PUBLIC SCHOOLS**  
Fairfield, Connecticut

- I. JOB TITLE: Summer Literacy Language Specialist
- II. CERTIFICATION/QUALIFICATIONS: As set by state certification, CT Certification 013 or 305 is required. CT Certification 102 or 111 is preferred.
- III. WORK YEAR: July 9, 2018 - August 2, 2018
- IV. REPORTS TO: Summer School Principal  
PK-5 Director of Learning and Literacy
- V. JOB GOALS: To help students in the learning process through the effective application of instructional skills and knowledge of balanced literacy, specifically Shared Reading with the focus on developing language and strengthening comprehension.
- VI. PERFORMANCE RESPONSIBILITIES:
  - A. Professional Knowledge
    1. Demonstrates knowledge of balanced literacy.
    2. Demonstrates facility in the principles of shared reading and Interactive Read Aloud.
    3. Demonstrates knowledge of human growth and development as it relates to the teaching/learning process.
  - B. Instructional Planning and Student Evaluation
    1. Effectively assesses student needs and progress.
    2. Plans instruction that is responsive to student needs.
    3. Participates in planning for instruction appropriate to the assignment.
    4. Knows and follows curriculum as specified by the Board of Education.
    5. Reviews and analyzes book selections, equipment, and other instruction materials.
  - C. Instruction
    1. Effectively implements instructional plans and uses appropriate instruction techniques.
    2. Effectively communicates with students.
    3. Helps students develop positive self-concepts.
    4. Facilitates the independence of the student as learner.
    5. Effectively organizes time, space, materials and equipment for instruction.
    6. Effectively meets the needs of all students
    7. Establishes a positive learning environment.

8. Provides meaningful reinforcement in application of knowledge and skills.

D. Professional Responsibilities

1. Meets professional responsibilities:
  - a. Cooperates with fellow teachers, administrators, and supervisory staff.
  - b. Maintains the ethics of the profession.
2. Encourages and maintains the cooperative involvement and support of parents and the community.