



Literacy Specialist Job Description

MISSION OF THE SCHOOL

In a large city like New York, The Co-op School provides a safe and stimulating micro-environment where students experiment and learn. All members of The Co-op School — students, families and staff — contribute to the development of our unique culture and participate in and improve our community and beyond. As students learn to work together, preparing for a global environment, families also work in committees and on the board to support the school. Whether painting walls, assembling furniture, growing the school through various initiatives, and much more, we all help The Co-op School flourish. Meanwhile, faculty collaborate to create learning opportunities that evolve with students' strengths and interests in addition to utilizing best practices. Teachers guide students in the dynamic, life-long process of questioning and deepening connections. Through far-reaching social studies projects enriched through literature, math, science and the arts, students make decisions, research and reflect.

Students will leave The Co-op School confident to effect change in the community and comfortable reflecting on ways to challenge and grow themselves. As creative problem solvers, each with unique viewpoints and learning styles, students will embrace the idea of a more equitable world. We strive to inspire passion and teach children to become protagonists in their own educational journey by fostering their innate sense of curiosity and creativity. We listen to and honor the individual interests and strengths of each child.

DESCRIPTION OF THE SCHOOL

The Co-op School is an inquiry-based, progressive preschool and elementary school that opened in the fall of 2003 in Fort Greene, Brooklyn.

THE OPPORTUNITY

The Co-op School is seeking committed educators to join our team as our literacy specialist.

Qualifications:

- Master's Degree
- Deep knowledge of reading, writing and literacy development –Balanced Literacy with Reading & Writing Workshop teaching and beyond
- Knowledge of Common Core State Standards for ELA/Literacy
- Possess a thorough knowledge of current educational principles, best practices and theory related to reading and literacy, including deep knowledge of research-based instructional strategies that support reading comprehension.
- 5 or more years of relevant teaching experience preferred
- Possess demonstrated ability to handle several projects at once as well as strong organizational and planning skills and attention to detail

- New York State Teacher Certification (Childhood, and/or Special Education, Literacy in Education)
- Educational philosophy aligns with the mission and vision of The Co-op School
- Reflective practitioner in a state of constant professional growth and a willingness to share their craft with others
- Has own passions and interests
- Experience working with children with special needs as some students have IEPs
- Experience planning and teaching interdisciplinary units of studies
- Commitment to and knowledge of experiential and inquiry-based teaching and learning
- Commitment to diverse learning environments
- Strong interpersonal skills
- Strong written and oral communication skills
- Experience collaborating with children, families, colleagues, and administrators
- Be familiar with at least one Orton-Gillingham-based program as well as balanced literacy approach

Responsibilities:

1. Teacher support /coaching
 - Provide leadership and support for the school's literacy program by helping further develop and implement the literacy program.
 - Implementing the literacy block effectively through best practices and appropriate common texts, common curricula and assessment strategies
 - Conduct planning meetings with teachers to analyze student work, review information regarding classroom assessments, and plan for instruction
 - Differentiate support for teachers based upon demonstrated need.
 - Coordinate and assist in implementing the K-4 school-wide literacy interventions
 - Help to create reading and writing rubrics to help better assess our students
2. Teaching Strugglers
 - Provides instruction to struggling reader either within or outside the students' classrooms.
3. Collaboration and Training
 - Support and train teachers and teaching assistants in literacy instructional support as appropriate
 - Co-teach/model often for the purposes of demonstrating lessons for the regular classroom teacher and/or other staff,
 - Provide assistance in the analysis of school and classroom based assessments
 - Keep abreast of current theory, research and best practices in ELA and literacy development
 - Recommend appropriate children's literature for classroom and school libraries

COMPENSATION

We offer a competitive salary and benefits package.

TO APPLY

- Send your resume and cover letter to mandy@thecoopschool. Please include LITERACY SPECIALIST in the subject line of the email.

- Your cover letter should include a statement of your educational philosophy and also state why you are interested in becoming part of the team
- If you have questions about any of our positions, please feel free to email Mandy Vadnai, Education Director at mandy@thecoopschool.org