



PreK – Grade 1 Literacy and Learning Support Specialist

Reports to: Director of Academics

Start Date: August 1, 2022

OVERVIEW

Founded in 1950, Greenhill School is an independent, coeducational day school enrolling 1,338 students in grades pre-kindergarten-12. The school is located on a 78-acre campus approximately 12 miles north of downtown Dallas.

The School's mission statement reads: *In a diverse and inclusive community, Greenhill prepares and inspires students to lead authentic, purposeful lives.* Consistent with its mission and its steadfast commitments to its core values of excellence, integrity, courage, and compassion, Greenhill combines a rigorous, creative academic program with outstanding opportunities in arts and athletics for students from a wide variety of backgrounds. The school is widely known for its exceptional educational environment and has a national reputation for graduating highly qualified students who are well prepared to succeed at the most competitive colleges and universities and in later life.

SUMMARY

The school seeks an outstanding educator who works with students, teachers, administration, and parents in grades PreK through First Grade to identify and support students with learning difficulties or diagnosed learning differences. This person will also work with the Preschool and Lower School Literacy Department Chair and the Literacy and Learning Support Specialist for Grades 2 – 4 to promote and support excellence in literacy instruction in Preschool and Lower School. This is a full-time, 12-month, exempt position.

RESPONSIBILITIES

Principle Duties & Responsibilities:

- Assist parents with the process of identifying, understanding, and supporting potential learning differences in their children.
- Assist teachers in identifying and supporting students with learning differences and disabilities.
- Interpret outside educational evaluations and communicate the content of those evaluations to teachers and parents.
- Maintain contact with outside professionals for referral purposes.
- Participate in parent conferences with teachers or administrators for students of concern.
- Lead regularly scheduled meetings with grade level teachers to discuss students of concern.
- Coordinate annual speech and language screening.
- Work with teachers to support struggling readers (i.e. reading groups, one on one, in class support)
- Oversee schedule of therapy sessions for students who receive therapy at school.
- Report to Division Heads and Director of Academics at regularly scheduled meetings.
- Provide leadership in developing a PreK through Grade 1 literacy program.
- Provide opportunities for professional growth for classroom teachers.

- Orient beginning teachers as to the philosophy, procedures, and materials for the school's literacy approach.
- Help teachers diagnose literacy strengths and weaknesses and match these skills with appropriate techniques and resources.
- Work jointly with the Literacy, science, and math department chairs to facilitate instruction in literacy skills across content areas.
- Support classroom teachers with instructional resources and strategies for students in need of additional instruction.
- Implement supplemental reading instruction.
- Build and maintain the literature collection (leveled library).
- Partner with teachers to assess student literacy using Fountas regularly and consistently and Pinnell Reading Assessment, RAZ Kids, and other assessment tools.
- Partner with Grade 2 - 4 Literacy Support Specialist in all areas above as needed as needed to maintain a coherent support program.
- Other duties as assigned.

QUALIFICATIONS

Qualifications and Education Requirements:

- Bachelor's degree from an accredited college or university

The ideal candidate will:

- Manifest an earnest, active, and ongoing commitment to increasing her/his cultural competency and to valuing and respecting the myriad cultural differences among members of the Greenhill Community and beyond;
- Possess a minimum 3-5 years experience in Preschool or Elementary School environment
- Possess Early Childhood teaching experience with a focus in literacy
- Possess experience partnering with colleagues and parents to support student learning
- Possess a degree or post graduate work in literacy
- Demonstrate experience with and knowledge of learning differences, especially:
 - educational diagnostic processes
 - individualized support
 - communication with families and teachers about learning differences

Preferred but not required:

- Balanced literacy training
- Training at Teachers College Reading & Writing Project
- Certified Academic Language Therapist (CALT)

Specific Skills and Abilities:

- A strong commitment to being part of a learning community where the people, culture, and curriculum reflect the multifaceted diversity of North Texas