



AMERICAN EDUCATIONAL ASSOCIATION

c/o AMERICAN EMBASSY

LA PAZ – BOLIVIA

Tel. (591 2) 2792302 – Fax. (591 2) 2797218

E-mail: acs@acslp.org - Website: www.acslp.org

Job Description: Literacy Coordinator and Reading Interventionist
Reports to: Elementary School Principal

Organizational Background

The American Cooperative School (ACS) is a private, international, English immersion school, located in La Paz, Bolivia. Established in 1955, ACS has a proven track record of providing high-quality education to both Bolivian and international students. Graduates of ACS receive both a U.S. High School Diploma, as well as the Bolivian Bachillerato. The mission of ACS is to challenge and inspire students to be critical thinkers, lifelong learners, and responsible world citizens through a comprehensive, English-based education. ACS's vision is to model excellence in educating students. The school is founded in integrity, committed to diversity, and focused on excellence.

Position Description

The 50% Literacy Coordinator/50% Reading Interventionist is a full-time position with responsibility for two disparate job duties, which are outlined below.

Use the practices for Student-Centered Coaching to provide support to both classroom and Spanish teachers, as well as instructional assistants from early childhood through sixth grade. The focus of support is on reading, writing, phonics, and language instruction, although the coach will support cross-curricular work as well. Coaching will be driven by student outcomes and will lead to the implementation of effective instructional practices in the classroom.

Reporting: Reports to the elementary school principal
Department: Elementary Literacy Department

50% Literacy Coordinator

Overview: As an international elementary school committed to excellence in literacy education, we are seeking a dedicated and experienced Literacy Coordinator to oversee and enhance our literacy programs. The ideal candidate will have a strong background in literacy instruction, a passion for promoting literacy skills development in elementary students, and the ability to collaborate effectively with teachers, administrators, and parents. The Literacy Coordinator will play a key role in implementing and refining the Teachers College Reading & Writing Project curriculum to meet the diverse needs of our student body.

Job Duties:



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Curriculum Development and Implementation:

- Lead the implementation of the Teachers College Reading & Writing Project curriculum from KG5 through Grade 5.
- Collaborate with teachers to ensure fidelity to the curriculum and provide support as needed for effective implementation.
- Continuously evaluate and refine literacy instruction strategies based on student performance data and educational best practices.
- Participate in the Curriculum Review process as it relates to literacy.

Professional Development:

- Design and facilitate professional development workshops and training sessions for teachers focused on literacy instruction techniques, assessment methods, and curriculum updates.
- Provide ongoing coaching and support to teachers to enhance their literacy teaching skills and strategies.

Assessment and Data Analysis:

- Coordinate literacy assessment initiatives, including administering assessments, analyzing student data, and using data to inform instructional decisions.
- Work closely with teachers to develop and implement differentiated instruction plans based on assessment data to meet the needs of individual students.
- Work with teachers across the division to accurately and systematically track data (i.e., Fountas & Pinnell running records, spelling inventories, etc.).

Collaboration and Communication:

- Foster a culture of collaboration among teachers, administrators, and other stakeholders to promote literacy development school-wide.
- Communicate regularly with teachers, administrators, and parents to provide updates on literacy initiatives, student progress, and resources for supporting literacy at home.
- Lead regular literacy meetings with teachers across the division, and actively participate in unit unpacking meetings that pertain to literacy.
- Engage in regular meetings with the principal and/or Director of Teaching & Learning to discuss Literacy Curriculum.
- Facilitate collaboration between homeroom teachers, educator librarian, and specialists about literacy.
- Model being a reflective practitioner and support others to reflect as well.
- Maintain a friendly, flexible, and collaborative disposition.
- Support the division's faculty & staff in creating literacy-related events and special learning opportunities.
- Participate in workshops targeted at parents to help raise awareness about the school's literacy program.

Resource Management:



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- Support the Literacy Department in managing and maintaining a collection of literacy resources, including books, instructional materials, and technology tools, to support effective instruction and student engagement.
- Coordinate the acquisition of new literacy resources and materials as needed, ensuring alignment with curriculum goals and instructional priorities.

50% Reading Interventionist

Overview: As an international elementary school committed to supporting every student's literacy development, we are seeking a dedicated and experienced Reading Interventionist to provide targeted reading instruction to students who are reading below grade level. The Reading Interventionist will work closely with teachers, administrators, and parents to identify students in need of intervention, develop and implement individualized intervention plans, and monitor student progress. The ideal candidate will have a strong background in literacy instruction, especially the Teachers College Reading & Writing Project, experience in implementing evidence-based intervention strategies, and a passion for helping students become proficient readers.

Job Duties:

Individualized Instruction:

- Provide targeted reading instruction to small groups or individual students using evidence-based intervention strategies and resources.
- Adapt instructional materials and strategies to meet the diverse learning needs of students, including English language learners and students with special needs.

Assessment and Data Analysis:

- Conduct assessments to identify students reading below grade level and determine specific areas of need.
- Analyze assessment data to develop individualized intervention plans for each student, targeting areas such as phonemic awareness, fluency, comprehension, and vocabulary.

Progress Monitoring:

- Monitor student progress regularly through ongoing assessments and data collection.
- Adjust intervention plans as needed based on student performance data to ensure continuous growth and improvement.
- Document student progress and communicate this to teachers, administrators and parents.

Collaboration and Communication:

- Collaborate with classroom teachers, administrators, and other school staff to coordinate intervention efforts and support students' overall literacy development.
- Attend Student Study Team (SST) meetings for children who are receiving or may require reading intervention.



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- Communicate regularly with teachers, administrators, and parents to provide updates on student progress, intervention strategies, and recommendations for supporting literacy at home.

Professional Development:

- Stay current on research-based practices in literacy instruction and intervention.
- Participate in professional development opportunities to enhance knowledge and skills in reading intervention strategies and techniques.

Qualifications:

- Bachelor's degree in Education or related field (Master's degree preferred).
- Valid teaching certification with a minimum of 5 years of elementary teaching experience.
- Specialized training/certification or willingness to pursue training/certification in reading intervention or literacy support (e.g., Orton-Gillingham, Fluency Builders, etc.).
- Demonstrated expertise in implementing evidence-based intervention strategies to support struggling readers.
- Strong understanding of literacy development and the ability to assess and address students' individual needs.
- Experience working with diverse student populations, including English language learners and students with special needs.
- Experience working with/supporting adult learners, coaching, and delivering professional development
- Excellent communication and collaboration skills, with the ability to work effectively with teachers, administrators, parents, and students.
- Multi-faceted, resourceful, and willing to do whatever it takes to help students achieve academic success
- Model positive and healthy character traits and habits, such as being organized, consistent, and understanding
- Unquestioned integrity and commitment to the ACS mission and willingness to serve the community
- Fluency in English is highly desirable.

ACS Calvert places the highest priority on creating a safe and nurturing environment for all students. As part of our commitment to child protection, it is imperative for candidates applying for the position to understand and adhere to the following: Child-Safe Practices, Background Checks, Training and Awareness, Supervision and Monitoring, Professional Boundaries, Reporting Obligations.

By applying for this position, you acknowledge that you have read and understood these child protection expectations and agree to adhere to them throughout your employment with ACS Calvert.