



### **Position Summary**

The Elementary Humanities Specialists is a full-time permanent position. This educator works with teachers, administrators, and other stakeholders to support literacy and social studies elementary instruction throughout the district. Part of their focus will be on the adoption and implementation of quality curricular materials, as well as common instructional strategies grounded in research. Main responsibilities also include planning, organizing and leading professional development for teachers, administrators and other staff.

### **Objectives**

- Support educators and administrators in implementation of English Language Arts (ELA) and Social Studies standards.
- Facilitate adoption(s) and implementation of new curriculum and implementation of these instructional tools into practice.
- Be a resource for ELA and Social studies content knowledge and pedagogy.
- Collaborate with a range of stakeholders to strengthen ELA and social study practices in 4J.

### **Supervisory Relationship**

This position reports to the K-12 Curriculum Director in the Instruction Department.

### **Essential Functions**

1. Continue the refinement and implementation on ELA priority standards for elementary grades
2. Learn and support implementation of social studies standards and new ODE requirements (Tribal History/Shared History, Ethinc Studies Standards, etc)
3. Design and facilitate professional development to support best instructional practice in ELA and/or Social Studies.
4. Serve as a key stakeholder in district literacy initiatives.
5. Facilitate adoption of sound curricular materials for ELA and Social Studies in Elementary.
6. Ensure a quality implementation of common instructional strategies and curriculum throughout the district.
7. Work collaboratively with the PreK-3 Literacy Initiative TOSA and Staff Development Team in supporting elementary educators and administrators.
8. Deepen knowledge by participating in professional learning and representing 4J on ELA and/or social studies local and state teams (ODE, ILA, etc)
9. Work with a diverse group of stakeholders to support literacy and social studies initiatives that impact 4J elementary teachers (ODE, Lane ESD, 4J administration, EEF).
10. Be the primary point of contact for vendors in regards to elementary ELA and secondary curriculum.
11. Performs other duties as assigned

## Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Strong knowledge of instruction and assessment, including the ability to analyze data from multiple sources.
3. Strong knowledge of ELA Common Core State Standards and current Oregon Social Studies standards.
4. Strong knowledge and experience in adult learning theory.
5. Strong instructional technology skills.
6. Strong leadership, professional learning and facilitation skills.
7. Strong organizational and time management skills.

## Minimum Qualifications

### Education

- Master's degree preferred;
- Valid Oregon Teaching license required;
- Evidence of multi-cultural experience and cultural competency; and
- Reading Endorsement preferred.

### Experience

- At least four years of experience working with students and teachers;
- Demonstrated successful experiences working with teachers and administrators supporting students in a variety of situations;
- Experience with the ELA curriculum currently used in 4j schools;
- Experience leading professional development, including familiarity with PLCs and Learning Forward Standards;
- Demonstrated success with culturally responsive teaching practices;
- Experience in a range of grades and contexts in elementary schools.

## Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	Eugene Education Association
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Developed by</b>	Susan Penrod, ELA Administrator
<b>Reviewed by</b>	Charis McGaughy, Assistant Superintendent for Instruction
<b>Approved by</b>	Karen M. Hardin, Director of Human Resources .
<b>Last revised</b>	November 13, 2020

## Employee Statement

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

\_\_\_\_\_  
Date

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Employee Signature

\_\_\_\_\_  
Date