



## Family Literacy Center Facilitator

### **JOB DESCRIPTION**

The Family Literacy Center Facilitator, under the direction of the Executive Director for Elementary Education, shall coordinate the work of the Family Literacy Center.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's degree required; Master's degree preferred
- Texas teaching certification with endorsement or specialization in Bilingual education
- Strong literacy background
- Reading certification or courses in reading preferred
- Minimum five (5) years bilingual classroom teaching experience preferred

### **DUTIES AND RESPONSIBILITIES**

1. Coordinates the Family Literacy Center
2. Coordinates the Family Literacy Center with Region XX, JISD schools, Student Placement Center, and District Office
3. Designs and oversees Pre-K (3-5 yr olds) curriculum and instruction at Family Literacy Center
4. Coordinates Home School Visitation Teacher
5. Conducts ongoing assessment of student achievement through formal and informal testing
6. Establishes and maintains open communication with teachers, parents, and administrators
7. Provides support services for English Language Learners experiencing reading difficulties
8. Assists teachers in disaggregating and analyzing data from reading benchmarks
9. Serves as a resource for professional materials and instructional strategies/materials
10. Attends and participates in faculty/district office meetings as required
11. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbally and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

### **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: Teacher Pay Scale**

**NUMBER OF DAYS: 216**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
8/07/2008*