



Literacy Specialist Job Announcement

Title: Project Read Literacy Specialist

Wage: \$13/hour, DOE

Schedule: 8 – 16 hours/week

Labs taught T – Th from 12 – 1:30 pm and 6 – 7:30 pm, Sat 10 – 11:30 am

Duties and responsibilities:

Project Read is a non-profit adult literacy program that offers individualized reading instruction to adult students by trained volunteer tutors. The Project Read Literacy Specialist is responsible for day-to-day operations of the Project Read Literacy and Employment Literacy Labs while also helping mentor and train volunteer tutors. The Project Read Literacy Specialist fulfills these responsibilities by doing the following:

1. Implement policies and procedures set by the director and the Board of Trustees;
2. Conduct small group tutoring sessions in specific subjects;
3. Acquire knowledge of selected topics in learning theory and pedagogy and bring this knowledge to bear in tutorial settings;
4. Acquire knowledge of study skills and strategies and assist students in improving their own learning and study skills;
5. Create atmosphere of mutual trust and support;
6. Attend and help present tutor training and workshops as feasible;
7. Help create lesson plans/curriculum for literacy tutors and volunteers;
8. Mentor Project Read tutors monthly;
9. Work and communicate effectively with students of all skill levels, Project Read tutors, and Project Read staff;
10. Exhibit a helpful attitude toward all students, tutors, and staff;
11. Provide information for reports;
12. Perform other duties as requested.



Provo Library ~ 550 N. University Avenue # 215, Provo, Utah 84601

PHONE 801.448.READ(7323) ~ FAX 801.852.7663

Email: info@projectreadutah.org ~ www.projectreadutah.org





Qualifications:

The Project Read Literacy Specialist will have the ability to:

- Assess reading and general literacy needs of students.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Maintain the confidentiality and security of sensitive information.
- Manage a flexible work schedule to provide optimum service.
- Provide guidance to tutors that will enhance their literacy teaching abilities.
- Be a positive representative for Project Read.
- Model effective instructional strategies for literacy instruction.
- Model and teach effective assessment techniques.

Training & Experience:

- Valid Teaching License in English or related field and/or MA in English and/or TESOL Graduate Certificate and/or Reading Specialist Credential preferred.
- Extensive experience in teaching literacy to beginning readers.
- Experience delivering training and workshops to teaching staff.

Additional information:

- Please send a resume and cover letter to shauna@projectreadutah.org.
- For more information, please contact Shauna K. Brown, Project Read Executive Director.



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