



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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**Title:** Literacy Interventionist  
**Supervisor:** Youth Services Programming Manager  
**Location:** Hannah Penn  
**Classification:** Part-Time/Contingent/non-exempt  
**Hours:** 25 hours per week  
**Schedule:** Monday – Friday 5 hours each day; Between hours of 8:30 – 2 PM. The specific schedule will be determined with assigned location.

### GENERAL DESCRIPTION

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The Literacy Interventionist works with k- 3 grade students in small groups or one-on-one to improve their reading, writing and math skills. The goal is to help those struggling below their grade level to increase their literacy to grade level or above.

### EDUCATION & EXPERIENCE REQUIREMENTS

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- Bachelor's Degree or Level I or Level II Teaching Certification
- Knowledge or experience in Best Practice Literacy Concepts
- Candidate must have current PA Child Abuse Clearance, PA Criminal History Clearance, FBI Fingerprint-Based Clearance, and Mandated Reporter Training Certificate.

### GENERAL REQUIREMENTS

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Candidate must enjoy being a team player and providing excellent care and service to a diverse population. The candidate should have the ability to interact with staff, families and students in a manner that demonstrates respect and dignity, and the ability to solve problems in a professional manner.

### PHYSICAL REQUIREMENTS

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- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

### DUTIES AND RESPONSIBILITIES

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Under the direction and guidance of the Literacy Interventionist Coordinator and the classroom teacher, the Literacy Interventionist has the following duties:

- Instruct small group and one-on-one literacy lessons with students
- Attend workshops or professional development in best practices in literacy
- Assist teacher in presentation of the grade level curriculum
- Keep accurate records of all student and parent contacts
- Provide support for emotional needs of students
- Collect, analyze and maintain accurate records of student progress using screening (DIBELS, Progress monitoring, etc.) and formative assessments
- Assist with individual assessment of students

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#### ADDITIONAL INFORMATION

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If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

- Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
  - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
  - <https://epatch.state.pa.us/>
- Federal Criminal History Record
  - <https://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
  - <https://www.reportabusepa.pitt.edu>

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