

**PENINSULA SCHOOL**  
**Lower School Literacy Specialist**  
**(Full-Time Position)**

*An exciting opportunity to work in a school community committed to progressive education, diversity, and social justice. Peninsula School, one of the oldest and most unique progressive day schools in California, is renowned as a place where students love to come to school each day and where academics, the arts and student choices are all equally valued. Founded in 1925, Peninsula has 252 children 3-14 years of age. Our supportive and welcoming administrative staff invites enthusiastic and dedicated applicants to join our teaching staff in inspiring children to love learning.*

The Lower School (K-4) Literacy Specialist of Peninsula School has primary responsibility for working with the Lower School Head Teachers in helping students of varied ages and developmental skills to read and write, as well as developing programs designed to improve students' skills in all aspects of the language arts. The Literacy Specialist will work closely and collaboratively with the Lower School Head Teachers and the Program Support Coordinator to identify students that require additional support and give them the extra attention and coaching needed to help get them on equal footing with their peers. The Lower School Literacy Specialist reports to the Head of School.

***Primary duties and responsibilities include, but may not be limited to:***

**General responsibilities:**

- Assess the literacy skills of the students in the classroom.
- Assist teachers in identifying students who need additional support and/or are exhibiting developmental language delays in reading or writing
- Provide targeted instruction and coaching to individual students or small groups to help improve the literacy skills of those identified as needing additional support and/or are exhibiting delays in reading and writing skills.
- Awareness of student learning styles/needs and communicate with the teacher if/as students appear to possess more significant learning challenges and/or may need outside tutoring or special education support.
- Maintain records of students' literacy assessments and work with teachers in developing targeted skills, strategies, and materials to help support progress of students in the regular classroom setting.
- Stay abreast of and provide current research and study that helps inform best practices in literacy instruction and related program.
- Assist with identifying professional development opportunities in literacy instruction for teachers and/or teaching assistants in the Lower School.
- Work closely with school librarian to support literacy needs of lower school teachers' curriculum.

**Other responsibilities:**

- Attend parent-teacher conferences, special teacher meetings, and class parent meetings as requested by Head teachers.
- Attend student study team meetings (SSTs) if/as related to literacy concerns for students in the Lower School.
- Attend staff and Inservice meetings.

**Professional Qualifications:**

Bachelor's degree required; as well as a teaching credential and/or coursework focused specifically in literacy education. An advanced degree in education and/or training in multi-sensory, Orton-Gillingham based teaching methodologies considered a plus.

**Personal Qualifications:** Initiative and an ability to work collaboratively with a wide range of individuals and learners; exceptional communication skills; friendly, dependable and patient; and most important, understands the developmental orientation of the Peninsula School program, and possesses a genuine love of helping others learn.

A background check, including fingerprinting, TB testing, and proof of eligibility to work in the U.S., is required for the position.

*Peninsula School is an equal opportunity employer and we actively promote the principles and practices of diversity throughout the school community. We offer competitive compensation and a progressive community dedicated to learning and engaged citizenship. We encourage people of under-represented groups to apply (<http://www.peninsulaschool.org/diversity2012.htm>). Please send cover letter and resume, in MS word or PDF format, to [misha.m@peninsulaschool.org](mailto:misha.m@peninsulaschool.org) or fax to (650) 325-1313 by April 5, 2017.*