**Literacy Support Specialist (Reading Specialist)**

**Position Summary:**

Georgetown Prep is currently seeking a full-time Literacy Support Specialist. This is a full-time position and reports to the Headmaster. This position will be focused on academic support and skill building among the Georgetown Prep student population. As such, the ideal candidate will have direct experience working with students on literacy and reading skills at the high-school level in a rigorous, college-preparatory liberal arts curriculum. The candidate should be comfortable addressing literacy concerns within all disciplines of the academic program. This position additionally will serve as a resource and liaison for campus-wide literacy development efforts, and as such will have excellent communication skills, a collaborative work style, and will aim to build good rapport with faculty and students alike.

Georgetown Prep requires a commitment to the mission and values of the school, as well as a willingness to contribute to the co-curricular program. This position also requires that a candidate be available in the afternoon and early evening hours to support students outside of the school day proper.

**Duties and Responsibilities:**

* Serve as a resource to students:
  + Develop a system to diagnose and address literacy challenges among students.
    - Work closely with faculty to intervene with students facing academic challenges due to literacy skills.
  + Prescribe and implement programs to build skills for students who enter Georgetown Prep with weak literacy skills.
  + Prescribe and implement programs to build skills for students who struggle with the Prep curriculum.
    - This should include one-one-one, small-group, and class-level interventions for students.
* Serve as a resource to faculty:
  + Provide internal and external professional development opportunities to build faculty literacy development skills.
  + Build capacity for teaching research skills across the curriculum.
* Help to build positive culture and buy-in among faculty and students for our collective work of developing college level reading, writing, and verbal communication skills across the school.
* Oversee print and electronic resources of the Saul Library.
* Collaborate with the English department and the students of the National Honors Society to oversee the Writing Center.
* Other job-related duties as required.

**Desired Experience/Qualifications:**

* Master’s Degree or earned Doctorate in Literacy Education or a related field
* Experience with students of diverse learning backgrounds and learning challenges
  + Must include teaching experience in the high school classroom
* Experience working with faculty to build and support literacy skills
* Excellent communication skills
* Organizational skills

**How to apply:**

All interested candidates should submit the following through our website portal: https://www.gprep.org/about/employment:

1. A letter of interest

2. Resume

3. In 1000 words or less describe your vision for this role as Georgetown Prep's first **Literacy Support Specialist**

Compensation is commensurate with experience. Georgetown Prep offers a comprehensive and competitive benefit package (including Health, Disability, Sick and Vacation leave, 403B retirement plan with match, and a variety of other employee valued benefits). We are a fully-vaccinated campus for COVID-19 and do require the vaccine as a condition of employment for this position.

***As a Catholic institution, Georgetown Preparatory School is an Equal Employment Opportunity employer in compliance with all applicable EEO laws.***

More information about Georgetown Prep is available at [www.gprep.org](http://www.gprep.org/).