



EARLY LITERACY SUPPORT TEACHER PROGRAM

Title

Early Literacy Support Teacher - PROGRAM

Scope of Responsibilities

The Early Literacy Support Teacher is responsible for the supervision and evaluation of all students within his/her teaching assignment. The Early Literacy Support Teacher will be responsible for providing daily early literacy instruction to students in accordance with the EECD Early Literacy Framework and also performs daily classroom teaching responsibilities. Working collaboratively with school teams and other education professionals, the Early Literacy Support Teacher will demonstrate a strong commitment to the planning and delivery of early literacy support instruction and reports directly to the Principal.

Competencies Required

The Early Literacy Support Teacher shall have the following competencies:

- (a) The ability to deliver literacy support to identified students on a daily basis according to the guidelines of the EECD Early Literacy Framework;
- (b) The ability to apply knowledge and experience in the design and delivery of individual and small group early literacy instruction,
- (c) The ability to apply knowledge of current effective and equitable literacy assessment and instructional practices,
- (d) Knowledge of content-related pedagogy;
- (e) The ability to address the learning styles of students;
- (f) The ability to plan instructional goals and designated outcomes for all students and to clearly communicate those to learners;
- (g) The ability to implement strategies, activities and techniques for promoting quality student performance in both academic and social behavior based on students' prior knowledge and experience;
- (h) The desire and ability to work in classrooms alongside teacher colleagues and contribute collaboratively as a team member;
- (i) The ability to adapt curriculum to meet the varying rates, patterns and needs of all students;
- (j) The ability to effectively contribute to and manage an individual program plan for students with special needs;
- (k) The ability to assess learning outcomes achieved by students using various methods to monitor the effectiveness of teaching strategies. (e.g. formal and informal assessment, observation, self-evaluation, and reflection);
- (l) The ability to plan and implement appropriate classroom management strategies and techniques to ensure productive, interesting, respectful and safe classrooms;
- (m) The ability to actively involve students in the development and implementation of the classroom and school discipline codes;
- (n) The ability to utilize current technologies to perform work related procedures including data collection;
- (o) The ability to create and maintain a climate of respect and fairness for all students;
- (p) The ability to implement instruction that recognizes diverse populations;
- (q) The ability to communicate effectively with students, staff, parents, community and outside agencies to better meet the needs of students;
- (r) The ability to demonstrate fair and ethical judgements;
- (s) The ability to work collaboratively as a contributing team member;

- (t) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity and culturally relevant pedagogy;
- (u) The desire and ability to engage in continuing education and professional development;
- (v) The ability to maintain and promote confidentiality.

Qualifications

- (a) A valid Nova Scotia Teaching Certificate;
- (b) Minimum three (3) years recent (within last 5 years) successful classroom teaching experience including English Language Arts at the P-3 level;
- (c) Training in Early Literacy Support considered an asset;
- (d) Certification as a Trained Reading Recovery™ teacher considered an asset;
- (e) Bilingualism (English/French) considered an asset.

Specific Job Components

The Early Literacy Support Teacher shall perform classroom/literacy support-related tasks as outlined in the EECD Early Literacy Support Framework assigned by the Principal. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Provide daily, in-class, small group and/or individualized instruction to students selected for early literacy support;
- (b) Design small group and individualized lessons for students receiving early literacy support;
- (c) Compile initial and on-going data collection for students as identified in the EECD Early Literacy Support Framework;
- (d) Provide direct, collaborative support to classroom teachers by developing and implementing strategies to promote students' well-being and achievement.
- (e) Be an active participant on the school planning team during times when the team is facilitating the selection of students for early literacy support and monitoring student progress;
- (f) Record initial and ending data for students selected for early literacy support into the data collection system;
- (g) Attend meetings and on-going professional development related to the EECD Early Literacy Support framework;
- (h) Collaborate with primary, grade one, and grade two classroom teachers to ensure consistency in instruction and facilitate problem solving in early literacy development;
- (i) Develop and maintain long range and daily instructional plans;
- (j) Maintain complete records on each student as a basis to inform instruction;
- (k) Use a variety of teaching strategies such as wait time, goal setting, questioning, discussion, and other cooperative teaching techniques;
- (l) Use a variety of assessment strategies, including completing daily on-going observations and informal assessment collection;
- (m) Maintain records for such things as student attendance, book graphs, lesson plans and student assessment information, report cards, and documents required by the centre or Department of Education and Culture using prescribed formats;
- (n) Actively pursue leadership roles in the school and promote leadership opportunities in the classroom;
- (o) Assist in the development and implementation of the school improvement plan in order to improve student achievement and success;
- (p) Use appropriate techniques to encourage active participation while communicating a caring attitude and trust of students;
- (q) Promote problem solving, cooperative negotiating skills and conflict resolution strategies;
- (r) Apply appropriate consequences for inappropriate student behavior;
- (s) Develop healthy self-esteem in students;
- (t) Structure lessons that encourage risk-taking in learning and model life-long learning.

- (u) Actively pursue leadership roles in the school and promote leadership opportunities in the classroom;
- (v) Assist in the development and implementation of the school improvement plan in order to improve student achievement and success;
- (w) Use appropriate techniques to encourage active participation in decision-making regarding such things as classroom rules, organization and topics of study which communicate a caring attitude and trust of students;
- (x) Develop and implement a system for student recognition;
- (y) Promote problem solving, cooperative negotiating skills and conflict resolution strategies;
- (z) Apply appropriate consequences for inappropriate student behavior;
- (aa) Develop healthy self-esteem in students;
- (bb) Structure lessons that encourage risk-taking in learning and model life-long learning.

**RESOURCE TEACHER
PROGRAM****Title**

Resource Teacher – Program

Scope of Responsibilities

The Resource Teacher supports the classroom teacher and ensures that Public Schools Program, curricula, Inclusive Education Policy and Special Education policy are implemented in a way that maximizes student learning experiences and is responsible for the instruction and evaluation of all students within their teaching assignment. Consistent with the Department of Education and Early Childhood Development and Halifax Regional Centre for Education policies, the Resource Teacher will work within an established framework in providing supports which complement classroom instruction for students. Working collaboratively in a team environment, the Resource Teacher will demonstrate a strong commitment to student success planning in support of student learning and well-being and reports directly to the School Principal.

Competencies Required

A Resource Teacher in the Halifax Regional Centre for Education shall have the following competencies:

- (a) An understanding and commitment to inclusive schooling;
- (b) The ability to address the learning styles of students through direct intervention;
- (c) The ability to work as a contributing team member, working collaboratively alongside teachers to complement classroom instruction for students;
- (d) The ability to implement effective and equitable strategies, activities and techniques for promoting quality student performance in both academic, social and emotional behaviour based on students' prior knowledge and experience;
- (e) The ability to adapt curriculum as a member of the Student Planning Team to meet the varying rates, patterns and needs of all students, including students who extend learning beyond designated outcomes;
- (f) The ability to assess learning outcomes, in collaboration with the classroom teacher, using various methods to monitor the effectiveness of teaching strategies;
- (g) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (h) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents/guardians, community members and external groups;
- (i) The ability to utilize current technologies;
- (j) Possesses knowledge of and works within provincial and Halifax Regional Centre for Education policies, guidelines and procedures and the rights and responsibilities of parents/guardians, students, teachers and schools as they relate to individuals with special needs;
- (k) Engages in continuing education and professional development;
- (l) The ability to maintain and promote confidentiality.

Qualifications

- (a) A valid Nova Scotia Teacher's Certificate;
- (b) Master's Degree in the area of special education (e.g. Inclusive Education [not leadership stream], Special Education, Supporting Learners with Diverse Needs and Exceptionalities, etc.) or curriculum (e.g. Literacy, Math, Curriculum & Instruction) or acceptable equivalent;
- (c) Minimum two (2) years successful teaching experience.

Specific Job Components

The Resource Teacher shall perform tasks as are assigned by the School Principal. These tasks may vary from time to time with the evolution of the organization and may include, but are not limited to the following:

- (a) Participate on Teaching Support Teams and Student Planning Teams to assist in problem solving and program planning, as required;
- (b) Incorporate knowledge of a variety of learning styles and know how they impact learning;
- (c) Provide daily, in-class, small group and/or individualized instruction to students on resource caseload through the MTSS framework;
- (d) Design small group and individualized lessons for students receiving resource support;
- (e) Provide direct, collaborative support to classroom teachers by developing and implementing strategies to promote student well-being and achievement;
- (f) Develop and maintain long range and daily instructional plans;
- (g) Maintain complete records on each student as a basis to inform intervention;
- (h) Use a variety of teaching strategies such as wait time, questioning, discussion, and other cooperative teaching techniques;
- (i) Use a variety of assessment strategies, including on-going observations and informal assessment collection, to ascertain how students learn;
- (j) Assist in the development and implementation of the school improvement plan in order to improve student achievement, well-being and success;
- (k) Use appropriate techniques to encourage active participation while communicating a caring attitude and trust of students;
- (l) Promote problem solving, cooperative negotiating skills and conflict resolution strategies;
- (m) Develop healthy self-esteem in students;
- (n) Share the responsibility with other team members of interpreting and reporting assessment results and other pertinent information with parents/guardians, administrators and other professionals;
- (o) Promote and maintain confidentiality regarding records and documentation;
- (p) Assist teachers in selecting and adapting teaching strategies and resources to align with student strengths, challenges and interests;
- (q) Work collaboratively with administrators, learning support teachers, classroom teachers, parents/guardians and students in the design, implementation and review of comprehensive individualized program plans;
- (r) Attend ongoing professional development for resource teachers;
- (s) Other duties as required.