



**Dr. Hayward Cordy**  
*Executive Director*

## **OCONEE REGIONAL EDUCATIONAL SERVICE AGENCY**

*Serving the counties of Baldwin, Hancock, Johnson, Putnam, Washington, & Wilkinson*

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Tennille, GA 31089  
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Web Page: [www.oconeeresasa.org](http://www.oconeeresasa.org)

**POSITION TITLE:** School Improvement Specialist (K-5) and  
Growing Readers Literacy Coach (P-5)

**EMPLOYMENT TERMS:** Full Time

**REPORTS TO:** Executive Director

**PRIMARY FUNCTION:** To provide leadership, assistance, and support to member systems and schools in the area of reading (Growing Readers) and School Improvement

### **REQUIREMENTS:**

- 1) Education Level: Master's Degree or higher
- 2) Certification/License Requirement: T-5 certificate
- 3) Experience as a Reading Specialist and/or background in literacy instruction
- 4) Physical Activities: Routine physical activities that are required to fulfill job responsibilities
- 5) Proficient Skills: Written and Oral Communication, Leadership, Organization, Public Relations and Technology

### **ESSENTIAL DUTIES:**

1. \_\_\_\_\_ Demonstrates prompt and regular attendance
2. \_\_\_\_\_ Supports the Oconee RESA Executive Director in creating and maintaining a positive work environment within the agency
3. \_\_\_\_\_ Maintains professional appearance including environment/office suite area
4. \_\_\_\_\_ Serve as GOSA Growing Readers Literacy Specialist to provide coaching support to K-3 teachers and leaders on effective reading instruction, authentic assessment, and providing interventions for struggling students through the use of conferring and strategy groups.
5. \_\_\_\_\_ Works with teachers and other instructional personnel in the effective assessment of student learning, including both formative and summative assessment
6. \_\_\_\_\_ Plans and facilitates onsite and offsite professional learning opportunities such as courses and workshops as needed
7. \_\_\_\_\_ Assists in the development of professional learning communities within schools
8. \_\_\_\_\_ Conducts appropriate in-service and professional development for use in work in systems and schools identified as needing additional support.
9. \_\_\_\_\_ Develops new professional development activities based on identified needs and requests of local schools and members systems
10. \_\_\_\_\_ Assists schools in implementation of Georgia Standards of Excellence
11. \_\_\_\_\_ Assists with the development, implementation, and maintenance of the RESA Continuous Improvement Plan aligned with Georgia's System of Continuous Improvement
12. \_\_\_\_\_ Interacts in a professional manner with all personnel involved in Oconee RESA activities and services
13. \_\_\_\_\_ Performs other professional duties and responsibilities assigned by the Executive Director

To apply: [www.oconeeresasa.org](http://www.oconeeresasa.org)