



GRIFFIN REGIONAL EDUCATIONAL SERVICE AGENCY

Serving South Metro County School Systems since 1966
BUTTS - FAYETTE - HENRY - LAMAR - NEWTON - PIKE - SPALDING - UPSON
Dr. Stephanie L. Gordy, Executive Director



440 Tilney Avenue
Griffin, GA 30224
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www.griffinresa.net

PLEASE POST
JOB ANNOUNCEMENT

April 8, 2024

POSITION TITLE: ELA Specialist

EMPLOYMENT TERMS: Twelve (12) month contract with compensation package (TRS & Benefits) or part-time may be considered.

REQUIRED EDUCATION: Master’s Degree (T5 Certification)

SUMMARY OF DUTIES:

- This position is responsible for serving as a literacy expert by fulfilling roles in the areas of leadership and instruction.
- Provides leadership, assistance, and support to all member systems in the improvement of student achievement related to ELA/Reading.
- Provides leadership, assistance, and support to Griffin RESA (GRESA) Staff in the area of ELA for school improvement.
- Uses ongoing, data-based processes to determine the needs of systems and schools.
- Assists systems in planning school/system improvement based on qualitative and quantitative data.
- Provides ongoing support and professional learning for teachers and administrators that will include collaborating with GRESA staff and system/school leadership to plan and deliver English Language Arts Georgia Standards of Excellence (ELA-GSE) professional learning, and teaching-related endorsement courses.
- Leads school personnel in the implementation of evidence-based instructional practices.
- Uses measures of effectiveness to improve GRESA services.
- Assists school systems in the implementation of the ELA-GSE.
- Provides support to build capacity among teachers to develop lesson plans/unit plans and student tasks aligned to the ELA-GSE.
- Collaborates with teachers to guide planning for instruction.
- Models research-based best practices for instruction.
- Provides job-embedded professional development support to build a capacity for teachers to implement appropriate ELA instruction.
- Other duties as assigned by the Division Director.

SKILLS, KNOWLEDGE, ABILITIES:

Demonstrated ability to effectively...

- Must possess in-depth knowledge and expertise in literacy, instructional best practices, and differentiated instruction.
- Collaborate and lead decision-making and inspire and motivate collective action.
- Knowledge of and experience with word study.
- Understanding of the five components of literacy (*phonemic awareness, phonics, vocabulary, fluency, and comprehension*).
- Ability to inspire building-wide passion for literacy.
- Collect and analyze data to drive program decisions.
- Evaluate, plan, and execute strategies for removing barriers to graduation and leading to increased graduation rates and college/career readiness for all students.
- Exhibit highly impactful communication skills – both verbal and written.
- Establish and maintain effective working and community partnerships.
- Experience in planning for and implementing professional learning.
- Skilled in student data analysis.
- Strong relationship skills.

REQUIRED QUALIFICATIONS:

Certification: Valid Georgia Teaching Certificate
Preferred Certification: Valid Georgia Leadership Certificate

PREFERRED EDUCATION:

Education degree focusing on K-12 Reading, ELA, Curriculum/Instruction, or related teaching experience as determined by the Executive Director.

PREFERRED ENDORSEMENTS:

K-12 Reading Endorsement
Coaching Endorsement
Teacher Support Endorsement

REQUIRED EXPERIENCE:

- Minimum of five (5) years experience teaching ELA or Reading.
- Experience in the use of exemplary practices in school improvement.
- Skilled in student data analysis.
- Experience in planning for and implementing professional learning.
- Experience in assisting educational staff in understanding the instructional standards and implementation in the K-12 environment.
- Advanced proficiency in the application of educational technology.

PREFERRED EXPERIENCE:

Minimum of three (3) years experience as an Instructional Coach, Assistant Principal, Principal, District Office Administrator, or another role as deemed appropriate by Griffin RESA Human Resources.

OTHER:

Written, oral, and presentation skills required.
Demonstrated skills in leadership, organization, fiscal management, strategic planning, and technology.
Strong human relationship skills.

BENEFITS:

- Health coverage for employee and family through medical and dental plans
- Financial protection through life and disability insurance
- 403(b) Plan
- Pension (TRS)
- Generous Paid Time Off (PTO) and holidays

BEGINNING DATE: *July or August 2024*

APPLICATION DEADLINE: *April 30, 2024, or until filled*

TO APPLY: Submit letter of intent, resume with a list of references including complete contact information, and a copy of Georgia certificate to:

**Griffin RESA
Human Resources Department
440 Tilney Ave
Griffin, GA 30224**