

**Richland Parish School Board
Job Description**

TITLE: Master Teacher (Literacy)

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform professional responsibilities.

QUALIFICATIONS: Valid Type A/Level 2 Teaching Certificate and which includes three years of successful teaching experience; Master's Degree preferred; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Executive Master Teacher (EMT)

JOB GOAL: To serve as a Master Teacher-level instructional leader who supports teachers in the implementation of high-quality interventions, use of high-quality instructional materials (HQIM), and application of effective literacy strategies to ensure all students are reading on grade level and mastering literacy standards.

TERMS OF EMPLOYMENT: 9 Month with 10th optional month (i.e., daily rate of pay 10 days prior and 10 days after the contracted year)

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

KEY RESPONSIBILITIES AND DUTIES:

Performance Expectations:

1. Analyze student literacy data to identify trends and areas of improvement: develop school-level literacy achievement plans aligned with state standards and NIET expectations.
2. Collaborate with principals and EMT to ensure K-3 literacy plans and overall school literacy strategies meet state requirements and best practices.
3. Lead and facilitate professional learning in literacy, including Science of Reading-aligned practices and implementation of HQIM.
4. Serve as a literacy mentor to provide individualized coaching cycles and feedback to teachers focused on literacy instruction, intervention, and student progress.
5. Observe instruction and evaluate teachers using Louisiana Rubrics: conduct pre- and post-conferences to promote reflection and growth.
6. Co-teach weekly at each assigned site(s) and plan and teach at minimum one full lesson each week.
7. Actively participate in the school Instructional Leadership Team (ILT) and district training sessions.

8. Maintain a consistent schedule documented in the district approved digital calendar and submit timely reports.
9. Support the implementation of literacy screeners and universal assessments.
10. Ensure consistency in literacy initiatives, including interventions, tutoring, and family literacy engagement.
11. Lead or support teacher cluster meetings focused on improving literacy instruction and data use.
12. Collaborate with teachers, administrators, and master teachers to build systems for small group instruction, progress monitoring, and feedback.
13. Serve as a liaison between classroom teachers and administrators to align goals, strategies, and support.
14. Assist in ensuring compliance with state and district expectations around curriculum, assessment, and reporting.
15. Engage with families to promote literacy through events, workshops, and communication strategies.
16. Coordinate and attend literacy-focused school and parish events
17. Participate in required evaluator training and certification processes.
18. Serve on committees and task forces as needed.
19. Perform any other duties as assigned to support student literacy and school improvement.

Professional Responsibilities:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district expectations, policies, and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and

interest for others.

16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____