



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**  
**Job Description**

**Title:** Literacy Specialist - Intervention

**Job Summary:** The literacy specialist for intervention supports the full elementary literacy program. This includes providing targeted literacy instruction to students identified in K-5 using data with a focus on developing student agency. The goal is for students to independently apply skills and strategies in their reading and writing. The ideal candidate will have knowledge of WPS ELA curriculum tools as well as assessment systems including mCLASS/DIBELS and NWEA MAP and understands the value of working collaboratively with colleagues and developing positive and connected relationships with students in K-5.

**Performance Responsibilities:**

- Partner with the school based literacy coach around instructional decision making in literacy.
- Provide evidence-based, targeted instruction to small groups of students from K-5 based on data.
- Use positive reinforcement and flexible strategies to manage student behavior and develop student engagement and agency.
- Facilitate the implementation and coordination of school-wide and individual student assessment and progress monitoring data including but not limited to mCLASS/DIBELS and NWEA MAP.
- Work collaboratively with the school-wide team on the appropriate use of data in making educational decisions.
- Plan and adjust instruction based on data gleaned from progress monitoring.
- Maintain a caseload of students receiving instructional interventions as determined by principal and ELA department head.
- Support teachers in developing best instructional practices in foundational skills through informal and formal professional learning experiences.
- Work collaboratively with classroom teachers to proactively communicate with families around student progress.
- Reflect on and continue to grow and improve one's own professional practice.
- Display appropriate personal and professional traits that exhibit a positive role model for students and colleagues.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

- Strive to achieve the objectives and expectations of the Teacher Performance Evaluation Plan.
- Attend Literacy Intervention Specialist meetings and share pertinent information with building administration and teams.

**Qualifications:**

- Must possess or be eligible for a MA DESE license at the appropriate grade level
- MA DESE licensure in *Reading* is preferred.
- Master's degree in Specialist teacher of Reading, Language and Literacy, English Language Arts Curriculum, and/ or English as a Second Language, preferred.
- Leadership and organizational qualities that include the ability to coordinate data, facilitate teams, communicate collaboratively, and train and support others.
- Working knowledge and understanding of the MTSS process and literacy development.
- Diversity is a core value of WPS. We are committed to building and sustaining an inclusive school environment for all and seek to hire team members who will enrich our diversity.

**Evaluated by:** Department Head of PreK - Grade 5 Literacy

**Work Year:** In accordance with the terms of the WEA Unit A collective bargaining agreement

**Salary/Benefits:** In accordance with the terms of the WEA Unit A collective bargaining agreement

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**Non-Discrimination Statement:**

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

**Revised:** 2025

**Revised formatting:** January 28, 2026