



Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

JOB TITLE: America Reads-Mississippi (ARM) AmeriCorps Program Literacy Specialist **Grant Funded Position**

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks applications for the position of **ARM Program Literacy Specialist**. The ARM Program Literacy Specialist reports directly to the America Reads- Mississippi State Program Director. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll 80,000 students.

IHL offices are located in Jackson, Mississippi.

Job Summary:

The primary purpose of the ARM Program Literacy Specialist is to coordinate aspects of AmeriCorps member tutor training, tutoring sessions, and the established/approved data collection plan.

Essential Duties and Responsibilities:

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities Include:

- Adheres to IHL Board, IHL Executive Office and department policies, procedures, and regulations.
- Implement the ARM Data Collection Plan with ARM staff, school/district partners, and ARM members.
- Provide technical support to ARM regional staff in their capacity to establish data collection teams in each partnering school.
- Conduct regular data collection meetings with school partners at data collection intervals.
- Collaborate with education agencies to plan, conduct, and evaluate AmeriCorps member tutor training at each of the university regional centers.
- Conduct mid-year regional tutor training sessions.
- Research and maintain tutoring and literacy related materials, resources, and collaborations.
- Prepare reading gain, tutoring, or literacy-related sections of the ARM quarterly progress report and grant applications.
- Periodically monitor the America Learns website to the degree that it relates to literacy focused activities.
- Assist with school partner recruitment.
- Assist the State Program Director with other duties as needed.

Qualifications:

- Bachelor's Degree is required in Elementary Education or related field.
- At least 2 years of documented successful experience in teaching PreK-3 reading.
- Experience analyzing and using student data for instructional purposes.

AA/EOE/ADA



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- Excellent oral and written communication skills.
- Excellent organizational and time management skills.
- Knowledge of Microsoft Word, Excel, Access, desktop publishing software, and email is required.

Working Conditions and Physical Requirements:

- Periodic travel within the state is required.
- Able to sit at a computer for extended periods of time.

Mental Requirements (Knowledge, Skills, and Abilities):

- The ability to work under pressure and to meet multiple deadlines.
- The ability to work with diverse persons, agencies, universities, and groups to build a shared vision and sense of esprit de corps with program staff and key partners.
- Highly detail-oriented.

Application Procedure:

To apply for this position, submit an official **IHL Application for Employment** along with letter of interest illustrating the match between the candidate's experiences and the positions requirements; a current resumé; and names, address, e-mail address, and phone numbers of three (3) professional references to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Applications may also be emailed to hr@mississippi.edu.

Women and minorities are urged to apply. For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

Review of applications will begin immediately and will continue until the position is filled.