

## Literacy Specialist

Acera is looking for a Literacy Specialist to become a support for our students and a member within our student support team. As a Literacy Specialist, you will assist students in their literacy development in small group and 1:1 instruction, some of whom may have a language-based learning disability such as dyslexia. Bring your highly collaborative spirit and deep commitment to high-engagement learning and join our school community!

### About Acera

We envision a world in which schools engage students in meaningful learning, in which teachers are freed as entrepreneurs in their classrooms, and in which students can become the best version of themselves, given each students' unique capacities, needs, and passions.

The Acera school day program provides students with unbounded access to learning, offering gifted students opportunity according to their ability not age. The Acera community, across all its programs and partnerships, learns, discovers, and explores at a pace appropriate to each child's unique motivation and potential. Our culture is not about pressure; it is about freedom. We keep alive students' innate curiosity and love of learning. We also partner with organizations beyond our walls, creating programs rich in sciences, technology, engineering, creativity and arts. We operate both as a lab school and a microcosm of what is possible for other schools. We seek to grow students' emotional intelligence and enable them to become the best version of themselves.

Our mission, across our core school day program, enrichment programs and partnerships, is to develop the next generation of innovators, leaders and creative thinkers who can make a positive impact in the world.

Learn more about how we teach at [www.aceraschool.org/how-we-teach](http://www.aceraschool.org/how-we-teach).

### Job Duties & Responsibilities

The successful candidate will have a highly collaborative and accountable approach to support, team with teachers, counseling staff and tutors, and intervene with good judgment. At Acera, we build relationships with each student as the cornerstone of our practice, and we partner with parents to help each child become the best version of themselves.

As a Literacy Specialist, use strong skills in listening, supporting, skill building, and facilitation to:

- Provide targeted 1:1 structured literacy instruction using the Orton-Gillingham approach for students with language-based learning disabilities.
- Provide individualized support for students via our Student Support Program under the guidance of the Student Support Program Manager both during the school day and in before/after school 1:1 sessions.
- Enable student growth in written expression.
- Partner with teachers, counseling team and parents to assure students get interventions and skill building opportunities that align with their learning profile.
- Potential to provide 1:1 coaching in executive functioning (task initiation, planning and prioritizing, flexible thinking, organization, etc) as case load allows and based on experience.
- Be a flexible member of the community to step in as needed across the school.
- Support parent meetings and education efforts.
- Join classrooms for literacy support.
- Continuously learn and improve practice by learning from others on staff and participating in professional development programs.

As a staff member at Acera, be a flexible member of our small school and high commitment team, helping out as needed. Ask for help, and escalate issues you see. Live and practice Acera's core values of community, curiosity, openness, innovation, integrity, and leadership.

## Qualifications

- 3+ years of experience supporting students with language-based learning disabilities (as tutor, writing coach, teacher, etc.).
- Orton-Gillingham training and/or certification.
- Literacy specialist license, special education license, and/or training in specific tools or programs for kids with language-based learning disabilities.
- Ability to work with students independently and in small groups.
- Excellent organization, follow through, documentation, and project management skills in written and verbal formats.
- Ability to facilitate and support student groups to progress through projects, maintain a culture of mutual respect, and make plans and next steps to learn and evolve.
- Mac proficiency.
- Experience with elementary and middle school learners.
- A bring-it-on, can-do, let's make it happen, whatever it takes attitude!
- A kind heart, a thoughtful mind, and a generous spirit.
- Commitment to anti-racism and anti-bias in teaching.

- See challenges as opportunities for invention. Positive, the “glass is half full” orientation. Enables others to reframe their distress into seeing challenges as opportunities.
- Flexibility to step in, help and do whatever is needed to support our programs, our teachers, our parents, and our students.

### **Term & Anticipated Start Date**

Part-time, exempt, school-year position. August 2024.

### **Salary & Benefits**

- Paid federal/state holidays plus school-year breaks.
- Optional participation in SIMPLE IRA once eligibility requirements are met.
- Free after-school and summer programs for children when eligible employees are working.

### **Working Conditions**

- Prolonged periods standing and walking throughout school, classroom, and campus, including climbing stairs.
- Must be able to assist students who have physical difficulties.
- Must be able to kneel, sit, stand, crawl, push, and pull to assist and teach children throughout the day.
- Must be able to traverse the space and adjust one’s tone and height, by bending or leaning, in order to teach each child.
- Prolonged periods sitting and working on computer to complete necessary planning, paperwork, etc
- Must be able to lift up to 15 pounds at times.

### **Equal Opportunity Employer**

Acera is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

## Conditions of Offer

You must provide documentation of a completed COVID vaccination series.

All offers of employment are contingent upon CORI, SORI, and fingerprint-based background checks, as required by the laws of the Commonwealth of Massachusetts. Under the Immigration Reform and Control Act (IRCA), our company is required to verify the identity and work authorization of all newly hired employees. Therefore, if you accept this position, you will be required to complete a Form I-9 upon hire. Within 3 days of beginning employment, you will need to supply acceptable documentation (as noted on the Form I-9) of your identity and work authorization.

## Apply

Please submit the following to [hiring@aceraschool.org](mailto:hiring@aceraschool.org):

- cover letter
- resume
- personal statement of educational philosophy that includes your beliefs about tutoring/coaching

*April 2024*