



Native American Youth and Family Center

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Native American Youth and Family Center Job Announcement

The Native American Youth and Family Center (NAYA Family Center) serves self-identified American Indian and Alaska Native youth and their families in the Portland, Oregon metropolitan area. Founded in 1974, NAYA Family Center provides a continuum of year round services for children, youth and young adults, including middle and high school educational case management and after-school tutoring, employment services, foster care, cultural arts classes and sports and recreation programs. NAYA Family Center also provides Family Services including domestic violence case management, crisis intervention services, housing services and parenting classes.

NAYA Early College Academy mission is "...is committed to creating a positive education emphasizing student empowerment, academic excellence, and the integrity of core American Indian and Alaska Native values in partnership with parents, families, elders and community members for generations to come."

NAYA Family Center is pleased to announce the following Job Opening:

Position Description- *Literacy Specialist*

Position:	NAYA Literacy Specialist
Department/Program:	NAYA Early College High School and Youth Services Department
Compensation:	Competitive compensation package based upon experience
Employment Status:	Regular full-time, non-exempt
Hours:	TBD upon hire
Supervision:	No supervisory requirements
Reports To:	Director of Education and Director of Youth Services
Job Location:	Portland, OR

Qualifications:

- Literacy/Reading Certification preferred
- A minimum of three years of high school literacy or language arts teaching experience; 5 years preferred
- Excellent communication and presentation skills
- Deep understanding of scientifically based reading research and evidence-based practices for teaching high school reading

Knowledge, Abilities, and Skills:

- Excellent knowledge of reading/language arts curriculum
- Excellent oral and written communication skills
- Demonstrated leadership abilities
- Effective interpersonal skills
- Demonstrated leadership in professional development
- Willingness to effectively work with principal, staff and Youth Services Department
- Knowledge of reading diagnostic measures including but not limited to; intervention programs, Read 180

Duties and Responsibilities:

1. Provides leadership for the school by offering a variety of services customized to fit the context and needs of the school at the teacher level.
2. Assists in implementing a balanced technology integrated program that will support the delivery and continuous monitoring.
3. Teaches 9-12 grade literacy program.
4. The literacy program will be based on the Oregon Standards and will support the literacy strengths of the agency while focusing on targeted areas identified through formative and summative assessments in need of improvement. These targeted areas in need of improvement will be identified and monitored by the Literacy Specialist, the principal, and the instructional teachers working together throughout the year to use data to inform and shape instruction.
5. Assists in the design and delivery of ongoing, job-embedded professional development focused on the areas in need of improvement to enable staff to offer powerful reading instruction to meet the literacy needs of every child.
6. Coordinates the literacy program in the Academy and the Youth Services Department after school learning program.
 - Working with the principal, Agency leadership team and teachers including external partners to design school/agency-wide literacy program, to include in the after school Learning Center.
 - Planning, conducting, and facilitating professional development; conducting faculty-wide workshops; providing coaching and mentoring; facilitating small group meetings, grade-level meetings, and across grade-level meetings, and across grade-level meetings; and working with individual teachers and after school academic specialist.
 - Aligning literacy strategies within the agency
 - Working with principal and Agency grant writers to seek grant monies to fund literacy materials and professional development.
 - Reporting to the administration as requested about classroom performance and professional development
7. Coordinates and leads grades 9-12 and after school literacy program and guides teachers to:
 - Develop standards-based curriculum using Oregon State Standards
 - Implement differentiated instruction.
 - Assists in Administering system-wide assessments
 - Analyze classroom and school level data.
 - Create a learning community among the literacy teachers.
 - Attend recommended workshops/training.
8. Supports language arts teachers in core curriculum instruction by:
 - Modeling literacy instruction in the classrooms
 - Coaching/mentoring staff in literacy instruction.
 - Aligning the use of strategies in content areas instruction with those being taught in language arts instruction.
 - Coordinating ongoing professional development and goals with the school administrators.
 - Assisting teachers with teaching methods, lesson plans, classroom management, and any other area when they need curricular assistance.
 - Researching resources for teachers, as approved by the administration.
 - Assisting in developing literacy centers for classrooms.
 - Attending literacy workshops suggested and approved by the Director of Education.
9. Conducts frequent classroom observations using approved evaluation instrument and provides feedback to teachers for effective change in instruction.
10. Maintains a professional library and a Balanced Literacy library, including materials for teaching units.

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11. Orders materials pertaining to literacy and professional development.
12. Performs other duties as deemed necessary by the Director of Education and the Director of Youth Services.
13. Facilitate after school Literacy program.
14. Participate in Family nights once a month.
14. Promote and participate in NAYA Family Center community events.
15. NAYA Family Center is a team/community based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team.
16. Perform other duties as assigned by Director of Education and Director of Youth Services.

Essential Functions:

1. In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of a Literacy Specialist include the following: reading, writing, seeing, hearing and speaking effectively, analyzing fairly complicated data, occasionally lifting/moving items weighting up to 25 pounds.
2. The job of Literacy Specialist involves adapting to an alternative educational environment with a small student population but with a wide range of reading development. This position is a modified swing position with exact hours to be set between the Director of Education, Director of Youth Services and employee upon hire.

Education: Master's degree and an Oregon Teaching License.

Work Environment: General office environment with minimal travel.

Physical Requirements: lifting a maximum of 30 lbs. over your head, sitting for extended periods of time.

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel will be required.

Other Requirements:

- Oregon Drivers License, must be eligible as an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.
- Successful completion of a background investigation.

Application Procedures: Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs.php> or by contacting the office.

Attention: Incomplete applications will not be considered.

Deadline to apply: September 29, 2009

Send application materials to:

Send cover letter to:

Patrick Eagle Staff, Human Resource Manager
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