



ST. JOSEPH SCHOOL  
Seattle's Jesuit Parish School

# Employment Opportunity

**Position: Enrichment Literacy Specialist**

**Type of Position: Full-time, Salaried, Exempt**

## Job Summary

Enrichment Literacy Specialist is a multifaceted, full-time position designed to provide students in grades 1–5 with opportunities to demonstrate academic strengths and engage in rigorous, challenging literacy instruction. This role supports advanced learners through differentiated instruction, enrichment opportunities, and collaboration with classroom teachers to extend and deepen literacy learning.

## Key Responsibilities

- Establish and maintain a positive and supportive learning environment.
- Provide high-quality instruction using differentiated instructional practices and data-driven decision-making.
- Coordinate and implement small-group enrichment classes and extended learning opportunities for advanced students.
- Develop and refine instructional resources for advanced literacy aligned with the Common Core Standards.
- Collaborate with classroom teachers to differentiate the literacy curriculum for advanced learners.
- Maintain accurate student records related to advanced academic services, including referrals, assessments, and trimester narrative reports.
- Provide professional development for teachers to support their ability to meet the needs of advanced learners in literacy.
- Attend workshops and conferences focused on best practices for advanced learners and share relevant information with classroom teachers.
- Integrate appropriate technology to support and enhance instruction.
- Work collaboratively with multiple grade-level teams.
- Communicate effectively, professionally, and positively with students, parents, and colleagues, both orally and in writing.
- Participate in staff, building, grade-level, and LRC team meetings, and perform assigned faculty supervisory duties.
- Report directly to the LRC Director.

## Qualifications

- Have a minimum of five years of teaching experience.
- Thrive in a high-energy, fast-paced, student-centered learning environment.
- Demonstrate curiosity about the world and a passion for engaging students in meaningful and authentic learning experiences.
- Possess strong organizational and multitasking skills.
- Be a lifelong learner committed to continuous growth.
- Demonstrate a commitment to ongoing professional development.

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***The mission of St. Joseph School is to create a faith-centered community that educates and inspires students to reach their God-given potential.***

## **Compensation**

Salary: \$70,000-\$106,000 + DOE. Any offered salary is determined by internal equity, internal salary ranges, market data, the applicant's skills, prior relevant experience, degrees, and certifications. St. Joseph School provides a full range of benefits that include medical, dental, and vision insurance (based on FTE), health savings account, flexible spending account, life, AD&D, and long-term disability insurance, employee assistance program, retirement plan with generous employer contributions, paid time off, professional development opportunities, and free lunch.

## **Application Process**

Interested candidates, please submit a cover letter and resume [via email](#) to Ellen Flies, Director of Learning Resource Center.