



7300 River Road, Bethesda Maryland 20817  
p: 301.365.4355 f: 301.469.8611 [www.theprimarydayschool.org](http://www.theprimarydayschool.org)

The Primary Day School  
Bethesda, Maryland

## Literacy & Learning Specialist Job Description

### **About The Primary Day School:**

Founded in 1944, The Primary Day School is located in Bethesda, Maryland, and serves approximately 150 students in grades PK through 2nd grade. Providing the finest education for the most important years, we focus solely on this age group because we believe these are the most crucial years in children's educational lives, a time when they are bursting with potential and inquisitiveness, are ready for quantum leaps in development, and will most benefit from the laying of the strongest of foundations. At Primary Day, everything we do focuses on helping young children flourish — as learners and as people. Our program is highly academic yet also fully attuned to young learners' development needs. The Primary Day School was founded as a demonstration school for the Phonovisual method, a unique phonics-based approach to teaching reading and language arts that remains vital to each child's educational journey today. Additionally we utilize challenging and proven programs such as Readers Workshop, Writers Workshop, Singapore Math's *Math in Focus*, and Responsive Classroom. All of this curricular richness also integrates developmentally appropriate instruction in STEM, social studies, Spanish, art, music, library, physical education, and wellness.

### **Position Summary:**

- Provide remedial, enrichment, and support services to students in grades PK-2 who have been using Readers Workshop and Phonovisual methods
- Provide remedial, enrichment, and support services in writing instruction to students in grades PK-2 who have been using Writers Workshop methodology
- Provide literacy instruction support and assistance to classroom teachers
- Utilize an understanding of learning styles and differences to develop differentiated strategies across the curriculum to help support students and faculty
- Model and coach teachers on strategies supporting each learner's needs
- Observe, identify, and provide initial assessment of specific learning challenges, including language, processing, social, and sensory issues
- Work with Director of Teaching & Learning to implement ways to ensure that every learner's needs are being met
- Meet with parents and relevant school personnel to discuss learning challenges or the need for enrichment
- Follow up with parents and faculty on an on-going basis

- Determine, with the input of the Head of School and Director of Teaching & Learning, when outside assessment may be necessary for a student
- Interpret assessment reports for all relevant school personnel and parents
- Work with and coordinate services of outside specialists
- Embody outstanding interpersonal skills and emotional intelligence in order to interact successfully with all members of the PDS community
- Forge a strong working relationship with all faculty, staff, Director of Teaching & Learning, and Head of School
- Provide professional development for faculty in relevant areas
- Participate in relevant professional development opportunities

**Additional Responsibilities:**

- Attendance at all school/staff meetings and professional development workshops
- Attendance at required school events
- Other duties as required of all faculty members

**Required Qualifications:**

- A love of children ages four through eight
- A strong background and solid experience in early childhood education
- A bachelor's degree in a related field
- A master's degree in a relevant field such as special education, reading instruction, or curriculum
- Relevant training in Orton-Gillingham is preferred

**To Apply:**

Interested candidates for the position are encouraged to review Primary Day's website at [www.theprimarydayschool.org](http://www.theprimarydayschool.org). To apply for the position, please send the following to [d.evans@theprimarydayschool.org](mailto:d.evans@theprimarydayschool.org).



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letter of interest  
desired salary range  
current resume  
completed application, [application available](#) on the school's website  
references (3)

APPLICATION DEADLINE: July 23, 2022

No Phone Inquiries Please

*The Primary Day School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*