

## LITERACY COACH

**Qualifications:** Five+ years classroom experience

Deep knowledge of reading, writing and literacy development

Outstanding presentation and facilitation skills

Interpersonal skills (communication, problem solving, conflict management, collaboration) to share research based instructional approaches with teachers and administrators and provide advice, mentoring and coaching.

Strong organizational skills.

**Reports To:** Director of Instruction

**Essential Job Function:** Responsible for planning, coordinating, and implementing a comprehensive district-wide literacy program that facilitates learning; assist teachers in providing classroom and literacy-based demonstrations focused on learning strategies; for coaching teachers in all curriculum areas on how to enhance students' literacy skills; and working with district and school teams to help all students reach their highest potential.

Additionally, the Literacy Coach will focus on enhancing teachers' ability to provide instruction that builds students' sense of engagement in ownership of learning as well as working with administrators and teachers to collect and analyze data, interpret the data and use it to guide instructional decisions.

### **Performance Responsibilities:**

#### **Instructional Program**

1. Provide individualized, classroom-based support/modeling to implement a comprehensive literacy program across the District.
2. Work with building administrators to assist in the achievement of school-wide identified literacy goals for reading achievement.
3. Evaluate literacy needs within various subject areas and collaborate with teachers and administrators to interpret, use assessment data to improve instruction and problem solve.
4. Use assessment data to assist administrators with placement of students in appropriate instructional or intervention programs.
5. Lead faculty in the selection and use of a range of assessment tools as a means to make sound decisions about student literacy needs as related to the curriculum and instruction.
6. Assist classroom teachers with analysis of formal and informal assessment data to determine student response to instruction.

## **Professional Development**

1. Continue professional growth and strengthen professional teaching knowledge, skills, and strategies through an ongoing program of workshops, seminars, conferences.
2. Maintain a collection of professional and reading/learning materials related to reading that reflect current research.
3. Work with teachers individually, in collaborative teams, and/or with departments, providing practical support on a full range of reading, writing, and communication strategies.

## **Professional Responsibilities**

1. Encourage literacy and life-long learning.
2. Complete monthly status reports for the Director of Instruction.
3. Establish rapport with faculty and staff.
4. Work to promote productive relationships with and among school staff.

**Terms of Employment:** Eleven (11) month position

**Evaluation:** Performance is evaluated by the Director of Instruction

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specified duties

4/2018