



JOB DESCRIPTION

Title: Literacy Coach
FLSA Status: Exempt
Reports to: Instructional Leader
Supervises: Literacy Aide and Literacy Paraprofessional
Date: July 2021

POSITION SUMMARY:

Under general direction, the Literacy Coach will work as a colleague with classroom teachers to support student learning. This will include developing curriculum, managing assessments and the strategic use of data, observing teachers on a frequent basis, modeling instructional methods and techniques, and planning and implementing professional development. The Literacy Coach will focus on individual and group professional development that will expand and refine the understanding of researched-based effective instruction. In order to meet this purpose, the Literacy Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

Data and Assessments:

- Facilitates data dialogue with teams of teachers.
- Helps identify student needs based on data.
- Assists to plan and take action to alter instruction.
- Assists with the development of district curriculum, instruction, and assessments.
- Implements effective internal assessment systems and uses data to inform decisions.
- Implements external assessment systems and uses data to inform decisions.

Observations and Feedback:

- Observes teachers and focus on the things that teachers do well and provide feedback through formal and informal observations and coaching sessions.
- Seeks to help teachers improve and refine their practices.
- Provides support for classroom motivation and management strategies.
- Provides assistance in researching instructional and/or curriculum issues.
- Provides encouragement and emotional support to teachers.
- Instructs and supports teachers with curriculum software products, and classroom/curriculum-related technologies.

Professional Development:

- Provides organized, individual, and/or group learning opportunities for teachers as needed.
- Manages time and schedule flexibility that maximizes teacher schedules and learning.
- Works positively toward meeting identified school and program improvement goals.



- Attends workshops/conferences to learn about new innovative instructional strategies.
- Supervise and lead literacy aides.

Research:

- Researches and provides content knowledge and resources to staff about learning and teaching core content areas, including:
 - teaching strategies;
 - assessment of student skills;
 - interpretation of assessment results
 - Coaching/mentoring practices

Individual Teacher Coaching:

- Reviews individual scoring on continuum.
- Reviews individual goals for the semester based on scoring from continuum.
- Observes teachers weekly utilizing interactive observation notebooks.
- Weekly 30 minute meetings to develop a focus for observation or debrief.

Data:

- Work with teachers to correct all.
- Assist Instructional leader with printing and organizing master copies of all grade-level assessments and answer sheets (may need help from TA to help make copies for all teachers).
- Work with Instructional Leader and teachers to analyze data and create a plan for how to implement change in lessons based on data.
- Schedule and coordinate meeting times (will focus largely on lower grades).
- Set expectations so that everyone will participate (some debriefing meetings may happen after school).
- Work with TA to help with copies during heavy assessment time.
- Provide feedback.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings.

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- Master of Arts degree from an accredited college or university with major course work in Education, or a closely related field. (Highly Preferred)
- Bachelor of Arts degree from an accredited college or university with major course work in Education, or a closely related field. (Required)
- Minimum of three (3) years of professional teaching and or Principal experience. (Required)
- Valid California Teaching Credential in Administration from CTC. (Required)



- Bilingual in English and Spanish. (Required)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.
- Exercise independent judgment in correcting data errors or omissions.
- Work extended or irregular hours and willing and able to work both AM & PM shifts as needed.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.



- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT

Employees work outdoors and indoors in a busy and occasionally noisy environment and in direct contact with other school personnel and the public as a member of a team or alone while working.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.