

Position: Literacy Coach

Reports to: Director of Curriculum and Instruction/Gifted Coordinator

Employment Status: Full-Time/Part-Time (Per Diem Contract)

FLSA Status: Exempt

Description: Fulfill literacy and reading coaching function for the district

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Administer benchmark assessments
- Administer individual reading screenings and diagnostics; generate written reports based upon assessment results
- Collaborate on appropriate interventions for qualifying students
- Analyze student data to identify trends and areas for improvement in literacy achievement
- Support grade level teams in student groupings
- Collaborate and meet with respective grade level teachers regarding literacy concerns
Attend RTI, 504, and/or IEP meetings (as needed)
- Maintain accurate records and collect data on student performances in reading
- Maintain relevant reports and submit to appropriate stakeholders
- Model effective teaching strategies in classrooms
- Correspond with parents, teachers, and administrators
- Establish and maintain cooperative relationships with parents through effective use of reports, letters and conferences
- Maintain respect at all times for confidential information
- Establish and maintain professional relationships
- Model and foster the love of reading with students and colleagues
- Serve on committees pertaining to literacy
- Collaborate with administrators to align literacy initiatives with school goals and curriculum standards
- Stay current with research and trends in literacy education, incorporating innovative approaches into coaching practices
- Engage in ongoing professional development focused on literacy development and best practices in literacy coaching

Other Duties and Responsibilities:

- Ensure safety of students
- Serve as a role model for students and colleagues
- Interact with Superintendent and/or Board of Education and present information as requested
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Observe ethics of the teaching profession

Qualifications:

- Bachelor's degree (B.A.) from a four-year college
- Appropriate State of Ohio certifications

Required Knowledge, Skills, and Abilities:

- Strong background in reading knowledge and structured literacy instruction
- In-depth knowledge of literacy assessment tools, instructional strategies, and curriculum development
- Ability to analyze data and use it to inform instructional decisions
- Strong organizational and time-management skills
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills

Equipment Operated:

- Various office machines
- Computer, e.g., e-mail, internet
- Copier
- Calculator
- Subject-specific equipment

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Interaction among children
- Occasional operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 10 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Teaching Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: March 11, 2024