

Position: Literacy Coordinator

Reports to: Director of Curriculum and Instruction

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

FLSA Status: Exempt

Description: Design, develop and coordinate literacy programs

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

Essential Functions:

- Design and execute literacy curriculum aligned with educational standards, school goals, and state mandates
- Coordinate literacy screening teams and data collection
- Oversee district literacy coaches
- Assess students' literacy levels and progress using various assessment tools
- Analyze data to determine effectiveness of literacy programs and instruction and make recommendations when necessary
- Develop intervention strategies for students who require additional literacy supports
- Participate in RTI/MTSS meetings as needed
- Design/develop follow-up communications for families after assessments
- Provide professional development opportunities for teachers to enhance literacy instruction techniques
- Engage in ongoing professional development focused on literacy development and best practices in literacy coaching
- Collaborate with teachers to create and maintain a supportive literacy environment in classrooms
- Coordinate literacy-related resources, including books, technology, and instructional materials
- Stay updated on current trends and research in literacy education and incorporate best practices into programs
- Establish partnerships with parents, community organizations, and libraries to support literacy initiatives
- Participate in department and district meetings, including but not limited to BLT and DLT meetings as appropriate.
- Participate in county curriculum meetings as needed
- Attend state, regional, local meetings relevant to literacy
- Maintain positive staff and community public relations
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Seek outside funding sources for literacy/early childhood programs (grants)
- Collaborate and prepare grant applications
- Per the Superintendent's request, prepare and present reports to the Board

Other Duties and Responsibilities:

- Promote good public relations
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Establish and maintain cooperative professional relationships

Qualifications:

- Bachelor's or Master's degree in Education, Literacy, or related field
- Valid Ohio administrative certificate/license
- Teaching experience with a strong background in literacy instruction
- Previous experience in a leadership or coordinator role within an educational setting
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of structured literacy
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Organizational and problem solving skills
- Basic computer skills/word processing skills/Google Suite for education

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