

TITLE: District Literacy Coach

SELECTION: Appointed by the Board after consideration of the recommendation of the Superintendent.

QUALIFICATIONS:

- a. Valid Professional Educators License with a Master's Degree and Reading Teacher or Reading Specialist Endorsement required.
- b. Master's Degree in Administration preferred.
- c. Minimum (5) five years experience in teaching Reading required.
- d. Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state, federal and district guidelines.
- e. Ability to collect and analyze data from a variety of sources, evaluate and make recommendations.
- f. Demonstrated teaching and leadership skills, written and oral communication skills.
- g. Skilled in technology and data analysis.
- h. Experienced with providing staff development and coaching.
- i. Health examination for new employees part-time or fulltime:
  1. Chapter 122 Article 34-5 of the Illinois School Code mandates that School Boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.
  2. Prior to employment, all non-certified personnel must have a physical examination.

REPORTS TO: Director of Teaching and Learning

JOB GOAL: To provide leadership and coordination in developing an exemplary Reading & Social Studies program through staff development, interagency collaboration, compliance with State and Federal rules and regulations, and planning for the needs of students and staff pertaining to improving instruction.

The Literacy Coach is responsible for the following:

- Works with the Director of Teaching & Learning to ensure delivery of a comprehensive and effective Reading/Language Arts and Social Studies program.
- Provides support and assistance to all classroom teachers in the full and skillful implementation of the core reading program.

- Initiates and oversees staff development activities that lead to enhanced literacy instruction across the curriculum.
- Conducts demonstration lessons to ensure all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
- Provide opportunities for teachers to observe and discuss demonstration lessons in classrooms beyond their own.
- Provides on-site staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the Reading/Language Arts Illinois Learning Standards.
- Assists teachers in building an interactive classroom environment which includes systematic, explicit instruction in the essential components of Reading and English/Language Arts.
- Conducts classroom observations and provides support to all teachers.
- Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students including English Learners, Standard English learners, students enrolled in Special Education Programs, and students with diverse learning needs.
- Coordinates the efforts of the Instructional Interventionist to ensure consistency throughout the district and compliance with MTSS guidelines.
- Meet with MTSS teams monthly.
- Manage student progress monitoring at the district level and analyze student performance.
- Assist schools in administering benchmark assessments.
- Gather information from schools to create newsletters that will be shared with parents, teachers, administrators, community and board members to communicate progress of reading program.
- Provide current student achievement data to K-8 to administrators, Instructional Interventionists and MTSS team.
- Keep record of reading materials and distribution of materials.
- Train staff in the administration of assessment tools.
- Order and manage details of screening, progress monitoring, and outcome assessments.
- Work with administrators, teachers, and parent coordinators to plan and implement parent literacy workshops.
- Work with the district leadership team to ensure continued support for reading activities within the school and district.
- Prepares forms, records, and reports as directed.
- Attends meetings and trainings as directed.

- Stay current with relevant research and teaching /learning trends in the respective area of expertise and share findings and recommendations with the Director of Teaching & Learning as required.
- Perform all other duties as assigned.

TERMS OF EMPLOYMENT:

11 Months

EVALUATION:

Evaluated annually by the Director of Teaching & Learning

*Revised April 10, 2018*