

DYER COUNTY SCHOOLS

TITLE: **LITERACY COORDINATOR**

DEPARTMENT/LOCATION: K-8 Curriculum Instruction – District office

REPORTS TO: Elementary and Middle School Supervisors

EMPLOYEES SUPERVISED: None

JOB DESCRIPTION: Under the direction of assigned supervisors, the Literacy Coordinator promotes and supports language and literacy instruction across the K-8 buildings in the district. Responsibilities include managing and coordinating ongoing professional learning and providing recommendations of expenditures for resources that enhance instruction across the district that is aligned with the rigor of Tennessee State Standards. The Literacy Coordinator also guides the focus and work of the Literacy Team across the district. The primary role of this position includes serving as a resource for instructional staff and administration, while monitoring the direct services of students.

QUALIFICATIONS:

1. Valid Tennessee Teaching license and appropriate certification required
2. Highly qualified in area of endorsement
3. Minimum of three years successful teaching experience
4. Superior classroom management skills
5. Excellent communication, collaboration, and conferencing skills
6. Evidence of continued professional development
7. Strong organizational skills, strategic planning skills and efficiency in meeting deadlines
8. Willingness and ability to work extended schedule and to attend needed training
9. Knowledge of appropriate instructional technology and delivery systems

PERFORMANCE RESPONSIBILITIES:

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions below may be performed.

Essential Functions:

1. Provide leadership in the identification and implementation of instructional practices, delivery systems, and formative assessments that maximize student growth in reading.
2. Provide district-wide professional development for instructional staff in reading pedagogy and disciplinary literacy.
3. Provide leadership in a wide range of assessments, analysis of reading assessment data, and reading intervention programming.
4. Engage and lead staff in employing multi-tiered intervention and problem-solving model at the district, building, classroom, and individual student levels.
5. Provide coaching and support in implementing literacy programming.
6. In grades 3-8, utilize a Literacy Walk-through tool that will document trends in text complexity selected to build conceptual knowledge, question sequences that build critical thinking and note how questions are connected to daily tasks.
7. Collaborate with colleagues on teaching and learning. Communicate with teachers, site administrators, and district departments to build capacity around the full range of curriculum, instruction, assessment, language and literacy supports, TN State Standards, in connection to the revised TEAM evaluation rubric.
8. Determine additional staff needs and develop strategic plan for learning opportunities to meet those needs.
9. Assist in the facilitation of quarterly district-wide reading teacher meetings and or monthly literacy team meetings.
10. Support the curriculum renewal and evaluation process for literacy PK-8, with alignment to the rigor of Tennessee State Standards and /or appropriate national benchmarks and standards.
11. Provide leadership to district and building level administrators in researching and applying for educational grants and other funding sources that serve to support and advance district and building initiatives

**Essential Job Functions
Minimum Physical Safety Requirements
Dyer County Board of Education**

**Literacy Coordinator
Department - Instruction**

This position requires the employee to perform the routine tasks involved in teaching students.

SPECIFICATIONS -

1. The employee must demonstrate the ability to perform the following static lifts on an occasional basis.

Leg Lift	- 55 lbs. dynamic, 110.0 lbs. static
Torso Lift	- 55 lbs. dynamic, 110.0 lbs. static
Arm lift	- 55 lbs. dynamic, 73.3 lbs. static

These lifts are required to lift and transfer up to 55-pound boxes of books.
2. The employee must be able to meet the physical demands of the job.
3. The employee must demonstrate the ability to read and write, and perform simple arithmetic. The employee must be able to see and inspect documents, as well as accurately distinguish colors.

This outlines the essential functions of the job of Literacy Coordinator for the Dyer County Board of Education, and establishes the minimum requirements necessary to safely perform the tasks essential to the job.