

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Literacy Coach

FLSA: Exempt

GENERAL SUMMARY

Under general direction develops and implements literacy education (reading and writing) programs for the District. Develops and administers budgets, oversees curriculum development, promotes public awareness, provides teacher support and resources, and performs various other activities to promote and implement literacy education. Reports to the Assistant Superintendent for Instruction.

ESSENTIAL FUNCTIONS

Provides leadership in the continuing development and implementation of a district wide literacy (reading and writing) curriculum which establishes high expectations for all students K-12.

Improves literacy education by serving as a resource to individual schools and teachers.

Improves reading and literacy instruction by assessing staff needs and providing appropriate staff development workshops.

Provides leadership in the use and also development of assessment and evaluation strategies for formative and summative purposes.

Identifies effective strategies for teaching reading, writing, listening and speaking and assists in their implementation.

Keeps informed of new developments in literacy education by reading professional literature; reviewing new materials and exemplary programs; and participating in local, state, and national conferences.

Promotes the professional growth of K-12 literacy education teachers by encouraging active participation in related national, state and local organizations and activities.

Promotes improved coordination and articulation in literacy instruction at the elementary, middle and high school levels.

Seeks funding to enhance literacy instruction.

Increases public awareness and understanding of the district literacy program by speaking to PTAs/PTOs and other civic organizations and through general communication with the public.

Develops and administers budgets for literacy programs. Interacts and communicates with parents, coworkers, administrators, committees, teachers, professional staff, and others in the performance of job activities.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Master's degree in Education or Education Administration or a related discipline with three to five years of experience in Literacy Education; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid teaching certificate and other certifications as designated.

Knowledge:

Knowledgeable of all state and federal regulations and compliance requirements applicable to educational programs. Knowledge of the records, forms and reports which must be prepared and maintained. Has thorough and comprehensive knowledge of all aspects of literacy education. Knowledge of fiscal management practices. Knowledge of curriculum development. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

Skills/Effort:

Ability to comprehend, interpret, and apply state and federal regulations related to literacy education. Ability to operate general office equipment in the performance of daily activities. Ability to effectively apply knowledge of literacy education to programs, services, and curricula. Ability to communicate effectively with students, parents, district staff, and all other groups involved in the activities of the job. Ability to identify effective strategies for teaching in reading and writing. Ability to complete, process, and maintain all required records and reports. Ability to operate general office equipment such as a computer, calculator, copier, etc.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement/lifting of items weighing up to twenty-five pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

Responsibility:

Responsible for budget as assigned.
Supervisory responsibility for teachers and staff as assigned.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____