

LITERACY COACH

QUALIFICATIONS:

1. Valid Kansas teaching license
2. Valid driver's license
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: Literacy Coach will work as a colleague with classroom teachers to support student learning. The Literacy Coach will focus on individual and group professional development that will expand and refine the understanding about researched-base effective instruction. In order to meet this purpose, the Literacy Coach will provide personalized support that is based on the goals and identified needs of individualized teachers.

FULL/PART-TIME: Part-Time

FLSA: Exempt

BOE APPROVAL: 7/8/2019

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Support the philosophy, mission, goals, and vision of USD 407.
3. Facilitate the intellectual and professional development of teachers.
4. Create positive relationships with teachers and administrators.
5. Communicate and demonstrate researched-based instructional practices that result in increased student performance.
6. Communicate effectively with all members of the school district and community.
7. React to change productively and handle other tasks as assigned.
8. Support the value of an education.
9. Demonstrate willingness to assume leadership positions.
10. Demonstrate knowledge of research-based instructional strategies that engage all students.
11. Provide organized, individual and/or group learning opportunities for teachers as needed.
12. Demonstrate a thorough knowledge of curriculum and subject matter.
13. Provide support in analyzing student assessment data.
14. Assist teachers with designing instructional decisions based on assessment data.
15. Provide building administrators with assessment support. (i.e., AIMSWeb)
16. Monitor intervention programs by observing and meeting with teachers.
17. Provide assistance in researching instructional and/or curriculum issues.
18. Model lesson when appropriate.
19. Assist with development of district curriculum, instruction and assessments.
20. Consult with parents, teachers, administrators, and others concerning the needs of students and special services that are available.
21. Facilitate the improvement of reading instruction in USD 407 schools by working directly with teachers, including in-class coaching.
22. Ensure that teachers are appropriately trained to carry out the activities outlined by the curriculum standards, including administration and collection of reading assessments, effective reading

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- instruction, and development of individualized reading intervention.
23. Help teachers establish a positive learning environment that responds to the individual reading needs of students.
 24. Visit classrooms on a daily basis to encourage, support and monitor teacher in the implementation of content and strategies.
 25. Demonstrate strategies teachers can be using to accelerate student learning, and observe and problem-solve with teachers on how to overcome student learning obstacles.
 26. Continually improve own knowledge of best practices and skills in reading instruction.
 27. Communicate frequently and effectively with colleagues and administrators.
 28. Facilitate professional learning communities. These meetings frequently take on a problem-solving atmosphere with the teachers to overcome obstacles that arise in the implementation of effective Literacy First instructional processes.
 29. Meet with the principal and lead teacher on a bi-weekly basis to evaluate the implementation of the Literacy First Process.
 30. Coordinate all assessments required ensuring the veracity and timely collection of results.
 31. Work with teachers to interpret assessment results effectively in order to develop highly individualized interventions for student identified as reading below grade level.
 32. Collaborate with teachers to plan and implement effective reading instruction, including individualized instruction for students identified as reading below grade level.
 33. Deliver staff development training district-wide with Literacy Coach peers.
 34. Other duties as assigned by the building principal which are consistent with the general requirements and qualifications for the position.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with K.S.A. 72-2409.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

1. Very rarely requires exertion beyond walking.
2. Very rarely requires physical exertion beyond walking or climbing stairs.
3. Requires prolonged (over 50% of the time) standing and walking.
4. Requires prolonged (over 75% of the time) standing and walking.
5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
10. Driving skills and physical ability required to drive vehicle.
11. Must work indoors and outdoors all year long.
12. Must work in noisy and crowded environments.

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*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.