



JOB DESCRIPTION HEARD COUN¹TY SCHOOLS: <u>Instructional Literacy Coach</u>
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The Instructional Literacy Coach will work directly with teachers in schools providing classroom-based demonstrations, collaborative and one-on-one support, and facilitating teacher inquiry and related professional development. The Instructional Literacy Coach will focus on enhancing teachers' ability to provide instruction that builds students' sense of engagement in the ownership of learning. The Instructional Literacy Coach will also track K-3 reading and writing data for the system and assist teachers in providing interventions as needed.

REPORTS TO: Associate Superintendent

QUALIFICATIONS:

- 5+ years of elementary classroom experience of teaching reading and writing.
- Deep knowledge of reading, writing, and literacy development.
- Outstanding presentation and facilitation skills
- Interpersonal skills (communication, problem solving, conflict management, and collaboration) to share research-based instructional approaches with teachers and administrators and provide advice, mentoring and coaching.
- Strong organizational skills.

JOB OBJECTIVES:

- Guide teachers to collect and analyze data and develop action plans in response to determined student needs.
- Provide individualized, classroom-based support to implement a comprehensive program. This will include modeling of best practices.
- Work with principals to create a school-wide focus on goals for reading and writing achievement.
- Oversee the school's assessment procedure, training, data collection and collaborate with the principals to complete reports.
- Complete quarterly status reports for district administrators.
- Participate fully in professional development opportunities and professional research regarding reading and writing instruction.
- Monitor the STAR Reading scores of all K-5 students in the district; identify and address areas for improvement through coaching.
- Audit each school's bookroom and communicate needs to the assistant superintendent.
- Assist new elementary teachers to the system through trainings, orientations, and 1:1 assistance.
- Provide training to school leaders in appropriate "look fors" in the areas of writing and reading instruction.
- Adhere to the Code of Ethics for Educators in Georgia.
- Maintain a professional appearance and demeanor.
- Maintain the confidentiality of information and records for students and staff.
- All other duties as assigned.

¹Approved July 24, 2018

