

## **Part Time Literacy Coach**

### **JOB SUMMARY**

Literacy coach performs a variety of instructional support tasks in coordinating the effective implementation of reading and English Language Arts programs. Literacy Coach will primarily assist teachers with developing strategies and methods for assessing and addressing the literacy deficiencies of their students.

### **EDUCATION AND EXPERIENCE QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university
- Minimum of 3-5 years of successful classroom teaching experience and working with teachers
- Strong organizational and management skills
- Strong leadership abilities, particularly within a change process
- Knowledge and expertise in the area of literacy with Science of Reading
- Experience and expertise in guided reading
- Experience in planning and facilitating professional development sessions either as a teacher or presenter
- High level of expertise regarding the Indiana Academic Standards.
- Ability to work cooperatively and effectively with other professional staff members
- Evidence of utilizing data to make instructional decisions

### **MAJOR RESPONSIBILITIES:**

- Demonstrates an understanding balanced literacy
- Participates in regularly scheduled staff, district, regional and school level meetings as required
- Plans, schedules and facilitates teacher meetings focused on best practices in literacy instruction and student achievement
- Facilitates meetings devoted to examining samples of student work and assessment data
- Guides teachers in linking best practices and materials to standards
- Develops and models mastery lesson plans
- Works collaboratively with teachers in the development of ELA common formative assessments
- Provides ongoing support of district-wide literacy initiatives
- Implements coaching cycles to provide targeted support to teachers
- Meets with the principals to monitor and support literacy implementation
- Provides ongoing training and support for teachers
- Participates in and seeks out professional development opportunities to improve knowledge and skills
- Supports teachers in analyzing literacy data to improve instructional practices

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Teacher's License