



## **Job Description**

**JOB TITLE:** Early Literacy Coach

**DEPARTMENT:** Instructional Services

**REPORTS TO:** Instructional Services Director

**WORK LOCATION:** CCRESA Administration Building with travel

**WORK SCHEDULE:** 7.5 hour days/100 Days

**SALARY SCHEDULE:** Commensurate with skills, experience and education

### **SUMMARY**

The Early Literacy Coach will provide leadership and coaching to county K-3 teachers around research-based strategies for the classroom, interventions, consultation, and program planning related to CCRESA's Early Literacy grant. This is a grant-funded position and employment is contingent upon availability of funds.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Collaborate with Multi-Tiered Systems of Support Team to assess needs and integrate support for literacy
- Support teachers in analyzing data to make decisions for students and class
- Fluency with utilizing formative, screening, and diagnostic tools with students to determine appropriate reading instruction
- Ability to utilize data from diagnostic tools to determine additional extra supports needed in order to read at grade level by the end of 3<sup>rd</sup> Grade
- Ability to use observational data and formative assessment processes to guide professional learning and coaching
- Use technology as an instructional and organizational tool
- Develop and model high quality literacy lessons and units for K-3 teachers
- Coach one-on-one in classrooms
- Serve as a regional source for development and delivery of professional development related to research-based literacy strategies and interventions for teachers of Grades K-3

- Participate in school improvement activities focused on improving instructional practices as evidenced by student outcomes in Grades K-3
- Participate in required trainings for Michigan ISD K-3 Literacy Coaches
- Provide training and support with implementation of a comprehensive system of literacy instruction
- Facilitate county-wide professional development for K-3 teachers
- Use WOW (World of Words) Teaching Vocabulary through Shared Book Reading with teachers
- As needed for completion of duties, attend meetings outside of normal working hours
- Perform other duties and responsibilities as may be assigned

***The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.***

## **QUALIFICATIONS**

**Education:** Master's Degree in Education or related field with five or more years teaching experience at Grades K-3

**Experience:** Minimum of three years of teaching experience at Grades K- 3

**Certificates, Licenses, Registrations:** Teaching Certificate

### **Other knowledge, skills and abilities:**

1. Ability to deepen teachers' knowledge around research-based instructional strategies
2. Ability to demonstrate facilitation skills in large and small group settings
3. Willingness to accept and provide feedback from teachers, colleagues, and supervisors in order to continuously improve practices related to job responsibilities
4. Instructional skills and knowledge base in early literacy components such as phonemic awareness, phonics, fluency, vocabulary, and comprehension
5. Willingness to engage in continued professional learning to enhance individual skill related to this position
6. Ability to work well with people and maintain productive and positive interpersonal skills
7. Knowledge of current K-3 state literacy standards
8. Remain knowledgeable about current research and pedagogical recommendations relevant to the coaching role
9. Effective organizational skills
10. Effective communication skills

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is regularly required to sit, talk, hear, walk, drive, and occasionally move training resources. The employee must occasionally lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

Normal office environment. It is also anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow.

### **POSITION TYPE/EXPECTED HOURS OF WORK**

Some flexibility in hours is allowed, but employee is generally expected to work 7.5 hours per day, 100 days a school year and be available during the core work hours of 8:00 a.m. to 4:30 p.m. (lunch hour permitted). Occasional evening and weekend work may be required as job duties demand.

### **TRAVEL**

The employee will be expected to travel between the 6 local districts and the CCRESA administrative offices in St. Johns.