

TITLE: Literacy Coach

REPORTS TO: Building Administrator

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Valid Oregon School Teaching License with proper endorsements.
2. Training in elementary education with specialization in primary education.
3. Personal characteristics which permit the employee to work effectively with students, their parents, and the school staff.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Must be proficient in English both oral and written.

JOB GOAL: The Literacy Coach shall work to improve reading and writing skills for all population subgroups within the school.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties:

1. Observe, coach and teach staff in large and small groups and individuals how to adapt textbooks to their students' reading and writing levels,
2. Use reading and writing strategies for comprehension across curriculum, and instruct vocabulary strategies to students.
3. Reinforce state standards to staff in reading and writing.
4. Monitor the reading and writing activities of the school improvement plan.
5. Identify curricular strengths and weaknesses and work with data specialist, PLC's, and departments to adjust and align.
6. Research and facilitate staff development around common assessments, intervention strategies, finding supplemental resources for class use.
7. Observation and coaching of teachers in reading and writing strategies in classrooms.
8. Facilitate in the development and revision of state reports and school improvement plans.
9. Attend conferences and workshops as assigned.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner.
3. Notifies the building administrator in the event of illness.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Contract length, salary and benefits, etc. are as outlined and agreed to between Monroe School District #1J and Literacy Coach.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of licensed personnel.

Reviewed by: _____ **Date:** _____