

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **Literacy Coach/Mentor K-8**

REPORTS TO: Assistant Superintendent and under the general supervision of the building administrator.

JOB GOAL: Provide leadership and support for classroom teachers and administrators towards achieving comprehensive, research-based school reform in literacy. Enhance literacy instruction to increase students' literacy growth and achievement.

QUALIFICATIONS:

1. Master's degree in literacy;
2. MDOE certification 092, K-12 literacy specialist;
3. At least 3 years successful teaching literacy experience and experience collaborating with adults;
4. Thorough knowledge of literacy development;
5. Excellent written, verbal and interpersonal communication skills; and
6. Successful background, criminal records, fingerprinting and reference check

PERFORMANCE RESPONSIBILITIES:

- Presentation and facilitation of research based instructional approaches
- Establishes regular communication with the classroom teachers, other building staff, and Principal(s) regarding research-based best practices in literacy
- Collaborates and consults with school personnel about literacy practices and curriculum
- Conferences with individual teachers and grade-level teams about student work in literacy to determine action steps for improving instruction
- Provides demonstration lessons in classrooms and coaching to assist teachers in providing organization and management of reading and writing instruction, delivering quality literacy instruction, and integrating literacy instruction with content areas
- Provides training in the administration of literacy assessments including informal reading inventories, as well as district writing prompts, and monitors results to inform professional development decisions and classroom instructional support
- Facilitates professional development through study groups, inquiry groups and teacher action research groups for the purpose of furthering teacher inquiry towards best practices in literacy
- Assists with analyzing student data and meeting with building administrators and teachers to discuss student progress and needs
- Assist administrators with the acquisition of resource materials

- Participates in monthly staff meetings, follows through on tasks discussed, and readily shares information with other staff members
- Works with the administrators and other specialists to research assessment tools that help identify our population of students, and/or gain further diagnostic information about student needs.
- Is educated on the requirements of any district adopted literacy program
- Participates in ongoing professional development to stay current on literacy research and practices and shares these practices through coaching
- Maintains confidentiality regarding records, conversations, test results, and classroom work
- Performs all other related duties as assigned by the Principal and/or Assistant Superintendent

EVALUATION:

Performance evaluations will be completed annually by the assigned administrator in accordance with Board policy.

TERMS OF EMPLOYMENT:

School Year position

Per negotiated Augusta Educators' Association

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____