

PROFESSIONAL STAFF POSITION

TITLE:	Literacy Coach, Elementary
QUALIFICATIONS:	<ol style="list-style-type: none">1. Bachelor's Degree or higher2. Valid New Jersey Instructional Certificate appropriate to assignment3. Reading Specialist Certificate or Master's Degree in Reading4. Minimum of five years experience in teaching students at Elementary level
APPOINTMENT:	Board appoints upon recommendation of the Superintendent Board sets initial salary
TERMS OF EMPLOYMENT:	10 months
REPORTS TO:	Director of English and Social Studies and/or Designee
JOB GOAL:	Responsible to coach teachers in methods and pedagogy related to the teaching of reading.
EVALUATION:	Performance of this job will be evaluated in accordance with provision of Board of Education policy
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Provide daily support, including mentoring and coaching, to Elementary teachers.2. Provide in-class support for teachers by assisting in screening and diagnostic activities, monitoring intervention strategies, and monitoring student progress.3. Model scientific-based reading strategies for teachers in classrooms.4. Facilitate study groups and provide workshops for teachers and parents, incorporating pedagogical materials aligned to the five essential components of reading, effective strategies for reading instruction, scientifically-based reading assessment strategies, and analysis and utilization of student data to ensure student progress.5. Collaborate with and become an integral part of the School Literacy Team and work closely with district supervisors to plan professional development.6. Work with school administrators to monitor and plan a high-quality reading program for the entire school.7. Participate and receive high-quality training in topics aligned with scientifically-based reading research and methods.

8. Assists the building principal and district supervisors in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications and news releases.
9. Attends meetings as assigned and accurately reports back as a liaison to certified staff on items related to achieving district educational goals.
10. Performs other duties within the scope of his/her employment and certification as may be assigned.

The list of duties above does not constitute an exclusive listing of the functions, but merely sets forth by way of guidance some of the duties of the position.